

July 1, 2020

Manual – Child and Family Services Manual, Chapter C, Child Protective Services

Transmittal # - 287

The purpose of this transmittal is to provide new, revised, and clarified guidance for the Child Protective Services (CPS) Program. Unless otherwise stated, the provisions included in this transmittal are effective upon release.

This release includes updates to guidance as a result of changes to the Code of Virginia and other programmatic updates.

Guidance has been updated to reflect the legislation passed during the 2020 session of the Virginia General Assembly that becomes effective on July 1, 2020. Those updates include:

- Retention time of unfounded investigations.
- Family assessment time frame.
- Designation of any athletic coach, director, or other person 18 years of age or older employed by or volunteering with a public sports organization or team as mandated reporters.
- Changes the name of the sex trafficking assessment to the human trafficking assessment.
- Authority to interview alleged victim or their siblings without the consent of the parent or guardian during the course of a human trafficking assessment.

Other updates to guidance include programmatic changes and best practices.

Those updates include:

- Training requirements for CPS workers and supervisors.
- Clarifies guidance related to the timeliness of initial response and provision of safety related services as part of the Program Improvement Plan.
- Adds guidance on the COMPASS Mobile Application.
- Provides guidance on the time frame for family assessment and investigation documentation.
- Clarifies guidance regarding Out-of-Family Investigations.
- Updates guidance on CPS Ongoing cases.

When the language in a section is italicized, it signifies new, revised, or clarified guidance. All Structured Decision Making (SDM) Tools have been removed from the appendices in anticipation of the release of the updated tools later this year. Additionally, all electronic links have been updated throughout the chapter.

This transmittal and manual are available on FUSION at [CPS Guidance](#).

Significant changes to the manual are as follows:

Section(s) Changed	Significant Changes
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Section 1	
1.5.1.2 First three months training requirement	Adds CWSE5011: Case Documentation to the list of training mandated during the first three months of employment.
1.5.1.3 First twelve months training requirement	Adds the following courses to the list of mandated trainings during the first 12 months of employment: <ul style="list-style-type: none"> • CWS5011: Case Documentation • CWSE4000: Identifying Sex Trafficking in Child Welfare • CWSE6010: Working with Families of Substance Exposed Infants
1.5.1.4 First twenty-four months training requirement	Adds the following courses to the list of mandated trainings during the first 24 months of employment: <ul style="list-style-type: none"> • CWS4015: Trauma-Informed Child Welfare Practice: Identification and Intervention • CWSE4015: Introduction to Trauma-Informed Child Welfare Practice
1.5.1.5 Additional training requirement for CPS Supervisors	Adds SUP5705: Trauma-Informed Leadership and Developing Organization Resilience Culture.
Section 2	
2.4.2.10 Labor trafficking	Adds new subsection to include labor trafficking as a category of physical neglect. Subsequent subsection is re-numbered.
Section 3	
3.3.1.1 Who are mandated reporters?	Updates guidance to reflect change to § 63.2-1509 of the Code of Virginia regarding the designation of employees and volunteers of public sports organizations or teams as mandated reporters.
3.3.1.6 Mandated reporters may make report electronically	Updates year to 2020.
3.8 Screen valid complaints and reports for priority	<ul style="list-style-type: none"> • Changes time frame for Response 3 (R3) to within 40 work hours. • Provides example of time frames for all three response priorities.
3.8.7 Initiating a response to a valid report	<ul style="list-style-type: none"> • Reorganizes sub-section. • Clarifies the initial response is the first completed contact with the alleged victim.

	<ul style="list-style-type: none"> • Adds guidance on the use of reasonable diligence to ensure the completion of the face-to-face interview with the alleged victim within the determine response priority. • Removes guidance on the permissibility of telephone and attempted contacts to satisfy the timeliness of initial response mandate. • Adds guidance on the new supervisory consultation required to ensure completion of the initial response within the determined response priority.
3.13 Appendix D: CPS Intake Tool	Removes the SDM CPS Intake Tool in anticipation of the release of the updated tool later this year.
Section 4	
4.2.1 Track decision	Updates guidance to reflect name change of sex trafficking assessment to human trafficking assessment in § 63.2-1506.1 of the Code of Virginia.
4.2.3 Human trafficking assessment	Updates guidance to reflect name change of sex trafficking assessment to human trafficking assessment in § 63.2-1506.1 of the Code of Virginia.
4.2.3.4 Timeliness of response	Changes time frame for Response 3 (R3) to within 40 work hours for human trafficking assessments.
4.2.3.6.2 Safety assessment tool	<ul style="list-style-type: none"> • Clarifies that the safety assessment tool is completed at the first meaningful contact with the family and documented in the child welfare information system within 24 hours of the first meaningful contact. • Adds reference to Sections 4.5.7 and 4.6.16 regarding additional guidance on first meaningful contact. • Adds link to Safety Assessment Tool on the public DSS website.
4.2.3.6.3 Safety decision	Updates guidance to reflect name change of sex trafficking assessment to human

	trafficking assessment in § 63.2-1506.1 of the Code of Virginia.
4.2.3.6.4 Development of safety plan	<ul style="list-style-type: none"> • Clarifies that the Safety Plan must be completed and documented in the child welfare information system. • Provides guidance that the Safety Plan template will be available in the child welfare information system and on the public DSS website.
4.2.3.7 Risk assessment	<ul style="list-style-type: none"> • Re-numbers sub-section. • Adds link to the Risk Assessment Tool on the public DSS website.
4.2.3.8 Referrals for services	<ul style="list-style-type: none"> • Re-numbers sub-section. • Changes name of sex trafficking assessment to human trafficking assessment. • Subsequent subsections are re-numbered.
4.2.3.11 Legal authorities	Adds guidance on the worker’s ability to interview the child or child’s siblings without the permission of the parents or guardians pursuant to § 63.2-1506.1 of the Code of Virginia.
4.3.3.8 Placement requirements when CPS has assumed emergency custody of the child	Provides guidance that the LDSS must consider relatives or fictive kin as a possible emergency agency-approved foster home for the child.
4.4.4.5 What constitutes reasonable diligence	Updates social networks to include Instagram.
4.4.4.8 LDSS must continue periodic checks for missing child	<ul style="list-style-type: none"> • Provides guidance that LDSS must document their reasonable diligence efforts to locate the missing child each month. • Clarifies that periodic checks must be conducted monthly for at least 90 days and documented in the child welfare information system.
4.5.1 Time frame to complete family assessment	<ul style="list-style-type: none"> • Renames subsection. • Updates guidance to reflect the changes to § 63.2-1506 of the Code of Virginia regarding time frame to complete family assessment.

4.5.1.1 Fifteen-day extension to complete family assessment	Removes sub-section as family assessments can no longer be extended.
4.5.1.2 Notification of extension	Removes sub-section as family assessments can no longer be extended.
4.5.6.2 Interviewing the child	<ul style="list-style-type: none"> • Updates the Response 3 (R3) time to within 40 work hours. • Clarifies that attempted interviews do not satisfy the requirement to interview the alleged victim child within the determined response priority.
4.5.7 First meaningful contact in family assessments	<ul style="list-style-type: none"> • Clarifies that the focus of the first meaningful contact is with the family to assess the safety of the child. • Provides guidance that the Safety Assessment Tool must be completed at the first meaningful contact.
4.5.8.2 Immediate child safety and family needs	Clarifies that the Safety Assessment Tool must be completed at the first meaningful contact with the family or any time safety changes.
4.5.9 Protective interventions and safety services	<ul style="list-style-type: none"> • Renames sub-section. • Provides guidance on safety services.
4.5.12 Develop a safety plan	<ul style="list-style-type: none"> • Removes reference to Safety Plan form in Appendix F. • Provides guidance that the Safety Plan template will be available in the child welfare information system and on the public DSS website. • Clarifies that safety plan must be completed and documented in the child welfare information system within 24 hours.
4.5.13 Reassessing safety	Changes time frame to within 24 hours.
4.5.16 Assessment summary of strengths and needs	Clarifies that the summary must include the rationale for why the LDSS is not opening a case if the risk is high or very high.
4.6.6 Face-to-face interview with the alleged victim child	Clarifies that attempted interviews do not satisfy the requirement to interview the alleged victim child within the determined response priority.

<p>4.6.16 First meaningful contact in an investigation</p>	<ul style="list-style-type: none"> • Clarifies that the focus of the first meaningful contact is to assess the safety of the child. • Provides guidance that the Safety Assessment Tool must be completed at the first meaningful contact.
<p>4.6.18.2 Immediate child safety and family needs</p>	<p>Clarifies that the Safety Assessment Tool must be completed at the first meaningful contact with the family or any time safety changes.</p>
<p>4.6.19 Protecting interventions and safety services</p>	<ul style="list-style-type: none"> • Renames sub-section. • Provides guidance on safety services.
<p>4.6.22 Develop safety plan</p>	<ul style="list-style-type: none"> • Removes reference to Safety Plan form in Appendix F. • Provides guidance that the Safety Plan template will be available in the child welfare information system and on the public DSS website. • Clarifies that safety plan must be completed and documented in the child welfare information system within 24 hours.
<p>4.6.23 Reassessing safety</p>	<p>Changes the time frame for the completion of a new safety assessment.</p>
<p>4.6.25 Determine risk level in an investigation</p>	<p>Removes reference to Appendix H.</p>
<p>4.6.26 Assessment summary of strengths and needs</p>	<p>Clarifies that the summary must include the rationale for why the LDSS is not opening a case if the risk is high or very high.</p>
<p>4.6.30.1 Notifications in unfounded investigations</p>	<p>Updates guidance to reflect the change to § 63.2-1514 of the Code of Virginia regarding the retention period for unfounded investigations.</p>
<p>4.7.1.1 Audio recordings</p>	<ul style="list-style-type: none"> • Creates a new sub-section. • Provides guidance that audio recordings are part of the case record and must be stored at the case level in the child welfare information system.
<p>4.7.1.2 Photographs</p>	<ul style="list-style-type: none"> • Creates a new sub-section. • Provides guidance that photographs are part of the case record and must

	be stored at the case level in the child welfare information system.
4.7.2 Family assessment or investigation documentation	<ul style="list-style-type: none"> • Adds guidance that all case documentation must be entered or updated within five business days. • Clarifies that documents, forms, audio and digital image files from the child welfare information system should be included in the hard file.
4.8 CPS child welfare information system	Provides guidance that the child welfare information system includes OASIS, COMPASS Mobile Application, and COMPASS Portal.
4.9.4.1 Purge unfounded disposition after three years	<ul style="list-style-type: none"> • Renames sub-section. • Updates guidance to reflect the changes to § 63.2-1514 of the Code of Virginia regarding retention period for unfounded investigations.
4.14 Appendix D: CPS Safety Tool	Removes Appendix D: CPS Safety Tool in anticipation of the release of the updated tool later this year. Subsequent appendices are re-lettered.
4.16 Appendix F: Safety Plan	Removes Appendix F: Safety Plan in anticipation of the release of the Safety Plan Template later this year.
4.17 Appendix G: Family Service Agreement	Removes Appendix G: Family Service Agreement as it is now available on FUSION.
4.18 Appendix H: CPS Risk Assessment Tool	Removes Appendix H: CPS Risk Assessment Tool in anticipation of the release of the updated tool later this year.
4.17.1 Extension to 60 days for investigations	<ul style="list-style-type: none"> • Renames and re-numbers sub-section. • Removes code reference to Family Assessment. • Subsequent subsections are re-numbered and re-lettered.
4.22 Appendix L: Sample Letters for Investigations	<ul style="list-style-type: none"> • Re-numbers and re-letters Appendix. • Updates guidance to reflect the change to § 63.2-1514 of the Code of Virginia regarding the retention period for unfounded investigations
Section 5	

5.1 Introduction	Provides clarification that the designation of an investigation as out-of-family is based on the setting type and not whether the alleged abuser or neglector lives in the child’s home.
5.2 Authorities	Expands citation for 22VAC40-730 Investigation of Child Abuse and Neglect in Out of Family Complaints to include the newly added Section 140-Protocol for Out of Family Investigations to the Administrative Code.
5.9.4.1 Unfounded disposition	Updates guidance to reflect the change to § 63.2-1514 of the Code of Virginia regarding the retention period for unfounded investigations.
5.16 Appendix D: Sample Letters of Notification for OOF Investigations	Updates guidance to reflect the change to § 63.2-1514 of the Code of Virginia regarding the retention period for unfounded investigations.
Section 6	
6.2.2 Case opening in the child welfare information system	Adds guidance that the case must have a primary worker assigned within three days of case opening.
6.5.1 What constitutes reasonable diligence	<ul style="list-style-type: none"> • Adds link to the Reasonable Diligence checklist on FUSION. • Removes reference to MySpace and adds Instagram.
6.5.2 Conducting periodic checks for missing child/family	Clarifies that periodic checks must be conducted monthly for at least 90 days and documented in the child welfare information system.
6.7.3 Additional information	Updates name of Section 4 Appendix M: Human Trafficking of Children Indicators and Resources.
6.14.1 Update safety assessment	Clarifies a final safety assessment must be completed within 30 days of case closure.
6.14.2 Update risk assessment	<ul style="list-style-type: none"> • Renames sub-section. • Provides guidance that a final risk reassessment must be completed within 30 days of case closure. • Subsequent subsections are re-numbered.
6.22 Appendix E: Family Strengths and Needs Assessment (FSNA)	Removed Appendix E in anticipation of the release of the updated tool later this year. Subsequent appendices are re-lettered.

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6.25 Appendix H: Risk Reassessment Tool	Removed Appendix H: Risk Reassessment Tool in anticipation of the release of the updated tool later this year. Subsequent appendix is re-lettered.
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Commissioner

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INTRODUCTION TO CHILD PROTECTIVE SERVICES

TABLE OF CONTENTS

1.1	Virginia Children’s Services Practice Model	3
1.2	Legal authority and definitions	4
1.2.1	Services for persons with limited English proficiency.....	5
1.2.2	Children of Native American, Alaskan Eskimo or Aleut heritage.....	5
1.3	CPS guidance manual format	6
1.4	CPS guidance development process	8
1.5	Uniform training plan for CPS workers	9
1.5.1	Training requirements for CPS workers, managers and supervisors.....	9
1.5.1.1	First three weeks training requirements.....	9
1.5.1.2	First three months training requirement.....	10
1.5.1.3	First 12 months training requirement.....	10
1.5.1.4	First 24 months training requirement.....	11
1.5.1.5	Additional training requirement for CPS supervisors.....	12
1.5.1.6	Training requirements for CPS on-going staff.....	12
1.5.2	Annual training requirements.....	12
1.5.3	LDSS must ensure worker compliance.....	13
1.5.3.1	Training and direct supervision of new worker for sexual abuse investigations.....	13
1.5.4	Training for staff not designated as CPS workers.....	13
1.6	Multidisciplinary teams	13
1.6.1	Composition of multidisciplinary teams.....	14
1.6.2	Family assessment and planning teams.....	14
1.6.3	Investigation consultation by multidisciplinary teams.....	14
1.6.4	Cooperation and exchange of information between the LDSS and multidisciplinary teams.....	15
1.6.5	Multidisciplinary teams for sexual abuse.....	15

1.7	Family partnership meetings	16
1.8	Structured Decision Making	17
1.9	Domestic Violence	17
1.10	Sex trafficking of children	18
1.11	Appendix A: Indian Child Welfare Act (ICWA)	19
1.11.1	Active efforts	19
1.11.2	Indian child.....	20
1.11.3	ICWA applicability	20
1.11.4	Determination of tribal membership.....	21
1.11.5	Documentation of Indian status.....	21
1.12	Appendix B: Tribal Resources	22
1.12.1	Virginia tribes	22
1.12.2	Virginia tribes recognized by the Commonwealth of Virginia	22
1.12.3	Virginia tribal resources.....	22
1.12.4	Federally recognized tribes in Virginia.....	23
1.12.5	Federal tribal resources.....	23

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INTRODUCTION TO CHILD PROTECTIVE SERVICES

1.1 Virginia Children's Services Practice Model

[The Virginia Children's Service Practice Model](#) sets forth a vision for the services that are delivered by all child serving agencies across the Commonwealth. The practice model is central to decision making; present in all meetings; and in every interaction with a child or family. Guided by this model, the Virginia Department of Social Services (VDSS) is committed to continuously improving services for children and families by implementing evidence based practices, utilizing the most accurate and current data available and improving safety and well-being of children and families. The Practice Model is founded on these principles:

- All children and communities deserve to be safe.
- Practice is family, child, and youth-driven.
- Children do best when raised by families.
- All children and youth need and deserve a permanent family.
- Partnering with others is important to support child and family success in a system that is family-focused, child-centered, and community-based.
- How we do our work is as important as the work we do.

Child Protective Services (CPS) is just one component on a continuum of family services in Virginia that values the strengths of families.

The Code of Virginia authorizes the VDSS to establish the CPS Program. The purpose of CPS is to identify abused and neglected children and to provide services to prevent further abuse and neglect and to strengthen families by enhancing parental capacity to

nurture their children in a safe environment. The CPS Program is based on the following assumptions and values:

- CPS is a process that incorporates past, present and future.
- Implicit in the definition of abuse or neglect is the assumption of harm to the child or children, both real and threatened.
- CPS services and interventions should support the family.
- People can and do change, within the limitations of the individual, his or her environment, time and a worker's skills and perception.
- CPS services are available without regard to income.
- CPS services can be provided to children and their families when no formal complaint has been made, but for whom potential or threat of harm exists.

1.2 Legal authority and definitions

Child Protective Services are provided by local departments of social services (LDSS) under the supervision of the VDSS as authorized by [§ 63.2-1501](#) et seq. of the Code of Virginia. The Code of Virginia prescribes that each LDSS maintain the ability to receive and respond to reports alleging abuse or neglect of children.

To further clarify and support the Code of Virginia, the State Board of Social Services has promulgated regulations to guide the operation of CPS programs in Virginia.

The VDSS has developed and maintains this chapter within the larger guidance manual to assist the LDSS in administering the CPS program.

The Virginia Administrative Code (VAC) [22 VAC 40-705-10](#) provides the following definitions.

"Department" means the Virginia Department of Social Services.

"Local department" means the city or county local agency of social services or department of public welfare in the Commonwealth of Virginia responsible for conducting investigations or family assessments of child abuse or neglect complaints or reports pursuant to [§ 63.2-1503](#) of the Code of Virginia.

"Child protective services" means the identification, receipt and immediate response to complaints and reports of alleged child abuse or neglect for children under 18 years of age. It also includes assessment, and arranging for and providing necessary protective and

rehabilitative services for a child and his family when the child has been found to have been abused or neglected or is at risk of being abused or neglected.

"Child protective services worker" means one who is qualified by virtue of education, training and supervision, and is employed by the local department to respond to child protective services complaints and reports of alleged child abuse or neglect.

1.2.1 Services for persons with limited English proficiency

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal funding from discriminating against individuals on the basis of race, color, or national origin. This has been interpreted to require meaningful access to information and services for those persons with limited English proficiency. Agencies receiving federal funding are mandated to comply with these requirements. Information is available on the VDSS public website under the [State Plan](#) for the Office of Newcomer Services, Attachment 2C or the [U.S. Department of Health and Human Services website](#).

1.2.2 Children of Native American, Alaskan Eskimo or Aleut heritage

Children of Native American, Alaskan Eskimo or Aleut heritage are subject to the Indian Child Welfare Act (ICWA). In the event such a child is in imminent danger and does not live on a reservation where a tribe exercises exclusive jurisdiction, the CPS worker has the authority to exercise emergency removal of the child. Additional guidance regarding the removal of an Indian child can be found in [Section 4, Family Assessment and Investigation](#), of this chapter. If a child is removed and placed into foster care, see Section 3 of the VDSS Child and Family Services Manual, [Section E. Foster Care](#).

Although Virginia has no federally recognized Indian reservations, members of federally recognized tribes do reside in Virginia. A list of recognized tribes and List of Indian Child Welfare Act Designates is provided by the [U. S. Department of the Interior Bureau of Indian Affairs](#).

A child is covered by ICWA when the child meets the federal definition of an Indian child. Specifically, the child is an unmarried person under 18 years of age and is either:

- A member of a federally recognized Indian tribe.
- Eligible for membership in a federally recognized tribe and is the biological child of a member of a federally recognized Indian tribe.

Under federal law, individual tribes have the right to determine eligibility and/or membership. However, in order for ICWA to apply, the child shall meet one of the criteria above.

If there is any reason to believe a child is an Indian child and is at risk of entering foster care, the LDSS shall treat that child as an Indian child, unless and until it is determined that the child is not a member or is not eligible for membership in an Indian tribe. Once it has been determined the child is either a member or eligible for membership in a federally recognized tribe, the LDSS shall make active efforts to reunite the Indian child with their family or tribal community (if already in foster care). Active efforts shall begin from the time the possibility arises that a child may be removed from their parent, legal guardian or Indian custodian and placed outside of their custody.

Active efforts are more than reasonable efforts. Active efforts applies to providing remedial and rehabilitative services to the family prior to the removal of an Indian child from his or her parent or Indian custodian, and/or an intensive effort to reunify an Indian child with his/ her parent or Indian custodian.

Examples of active efforts include, but are not limited to:

- Engaging the Indian child, their parents, guardians and extended family members.
- Taking necessary steps to keep siblings together.
- Identifying appropriate services and helping parents overcome barriers.
- Identifying, notifying and inviting representatives of the Indian child's tribe to participate in shared decision-making meetings.
- Involving and using available resources of the extended family, the child's Indian tribe, Indian social service agencies and individual care givers.

An Indian child who is officially determined by the tribe to not be a member or eligible for membership in a federal tribe is not subject to the requirements of ICWA. In instances where ICWA does not apply, but the child is biologically an Indian child, part of a Virginia tribe that is not federally recognized or considered Indian by the Indian community, the LDSS should consider tribal culture and connections in the provision of services to the child.

Additional information is located in [Appendix A: Indian Child Welfare Act \(ICWA\)](#). Specific information related to court proceedings involving an Indian child can be found in Appendix D in [Section 8, Judicial Proceedings](#) of this manual.

1.3 CPS guidance manual format

The CPS guidance manual, which is incorporated into the larger VDSS Child and Family Services Manual, is organized in the following order:

Pertinent Code of Virginia sections are cited for easy reference, but usually not quoted verbatim – if it is quoted, it will be indented and denoted with a blue vertical line. The online version of this chapter provides linkages to the Code of Virginia and VAC. Familiarity with and accesses to the laws of Virginia are important to the LDSS, because the CPS program is based on state and federal law.

The federal [Child Abuse Prevention and Treatment Act](#) (CAPTA) is one of the key pieces of legislation that guides child protection. CAPTA was signed into law in 1974 (P.L. 93-247). It was reauthorized in 1978, 1984, 1988, 1992, 1996, and 2003, and with each reauthorization, amendments have been made to CAPTA that have expanded and refined the scope of the law. CAPTA was most recently reauthorized on December 20, 2010 by the CAPTA Reauthorization Act of 2010 (P.L. 111-320, or 42 U.S.C. 5101 et seq.).

The basis for government's intervention in child maltreatment is grounded in the concept of *parens patriae*—a legal term that asserts that government has a role in protecting the interests of children and in intervening when parents fail to provide proper care. It has long been recognized that parents have a fundamental liberty, protected by the Constitution, to raise their children as they choose. The legal framework regarding the parent-child relationship balances the rights and responsibilities among the parents, the child, and the State, as guided by Federal statutes. This parent/child relationship identifies certain rights, duties, and obligations, including the responsibility of the parents to protect the child's safety and well-being. If parents, however, are unable or unwilling to meet this responsibility, the State has the power and authority to take action to protect the child from harm. Over the past several decades, Congress has passed significant pieces of legislation that support the States' duty and power to act on behalf of children when parents are unable or unwilling to do so.

The VAC has the impact of law for social services departments in Virginia. Regulations are approved by the State Board of Social Services and either restate law or provide clarification.

The two (2) most relevant regulations for CPS are:

- [22 VAC 40-705-10](#) et seq. Child Protective Services Regulations.
- [22 VAC 40-730-10](#) et seq. Investigation of Child Abuse and Neglect In Out Of Family Complaints.

CPS guidance will follow the Code of Virginia and regulation to provide further guidance or explanation, if needed. At times, the Code of Virginia or CPS regulation will require no further explanation, so the Code of Virginia may only be cited, or the regulation provided, and no further guidance given. Anything written in italics indicates that it is new with this version of guidance.

Note: this guidance manual is set up to follow a logical sequence based upon how the CPS process proceeds with some generic issues at the beginning and end. There is additional information that supports best practice in the appendices of each section.

Additional information about CPS guidance:

- A transmittal will be issued when new guidance is developed, usually in January and/or July of each year.
- The transmittal itself has two columns – the first column provides the section of guidance that has been revised, and the second column provides a brief description of the guidance revisions.
- Broadcasts advise the LDSS of transmittals reflecting changes and also provide other important, new information. These broadcasts are available on the [internal VDSS website](#).

1.4 CPS guidance development process

CPS guidance is based on the following:

- The [Child Abuse Prevention and Treatment Act](#) (CAPTA) is a federal law that lays the foundation for all state CPS programs.
- The Code of Virginia as enacted by the General Assembly builds on federal law and/or addresses issues unique to Virginia.
- The State Board of Social Services approves regulations.
- Best practice may dictate guidance changes.

While most guidance comes from law and regulation, VDSS continually receives input from local agencies. The CPS Advisory Committee is composed of local CPS staff who provide input and recommendations to the VDSS for CPS guidance. The VDSS also obtains information from three Citizens Review panels, which include the State Child Fatality Review Team, the Child Abuse and Neglect Committee of the Family and Children's Trust Fund ([FACT](#)), and the Court Appointed Special Advocate/Children's Justice Act ([CASA/CJA](#)) Advisory Board.

The state regional CPS consultants provide case consultation and technical assistance to the LDSS, thus providing feedback from each region of the state. Check with your supervisor to determine how to access these consultants.

All CPS regulations are periodically reviewed and amended based on changes to the Code of Virginia as well as public comment. The VDSS issues a broadcast to announce the review of CPS regulations and the public comment period.

1.5 Uniform training plan for CPS workers

The VAC mandates uniform training requirements for CPS workers and supervisors. The uniform training requirements establish minimum standards for all CPS workers and supervisors in Virginia.

Having established core (fundamental and essential) competencies for both workers and supervisors, the resulting required training reflects both core competencies and critical training in guidance and law that is specific to the certain practice issues. The result is that all child welfare staff is trained in the same core competencies.

([22 VAC 40-705-180 A](#)). The department shall implement a uniform training plan for child protective services workers and supervisors. The plan shall establish minimum standards for all child protective services workers and supervisors in the Commonwealth of Virginia.

([22 VAC 40-705-180 B](#)). Workers and supervisors shall complete skills and policy training specific to child abuse and neglect investigations and family assessments within the first two years of their employment.

([22 VAC 40-730-130](#)). Requirements: A. In order to be determined qualified to conduct investigations in out of family settings, local CPS staff shall meet minimum education standards established by the department including: 1. Documented competency in designated general knowledge and skills and specified out of family knowledge and skills; and 2. Completion of out of family policy training.

1.5.1 Training requirements for CPS workers, managers and supervisors

All CPS staff hired after March 1, 2013, who are designated to respond to reports of child abuse and neglect; manage or supervise CPS, shall complete the following as soon as possible after their hire date, but no longer than within the time frames put forth below. Any course designated with a CWSE indicates an e-learning course and is available online in the [Virginia Learning Center \(VLC\)](#).

1.5.1.1 First three weeks training requirements

The following **on-line courses** are required to be completed within the **first three weeks of employment** and are prerequisites for other CPS mandated courses:

- CWSE1002: Exploring Child Welfare (This course is available in the [VLC](#).)
- CWSE1500: Navigating the Child Welfare Automated Information System: OASIS (This course is available in the [VLC](#).)

- CWSE5692: Recognizing and Reporting Child Abuse and Neglect – Mandated Reporter Training (This course is available on the [VDSS public website.](#))

1.5.1.2 First three months training requirement

The following instructor led course is required to be completed within the first three months of employment:

- CWS2000.1: Child Protective Services New Worker Guidance Training with OASIS.
 - Prerequisites: CWSE1002, CWSE1500-CPS, CWSE5692.

The following online *courses are* required to be completed within the first three months of employment:

- CWSE1510: Structured Decision Making in Virginia (This course is available in the [VLC](#)).
- *CWSE5011: Case Documentation (This course is available in the [VLC](#)).*

1.5.1.3 First 12 months training requirement

The following Instructor led courses are required to be completed no later than within the first 12 months of employment:

- CWS1021: The Effects of Abuse and Neglect on Child And Adolescent Development.
- CWS1041: Legal Principles in Child Welfare Practice.
 - Prerequisites: CWSE1041 and SCV: Child Dependency Case Processing in JDR District Courts.
- CWS1061: Family Centered Assessment.
 - Prerequisites: CWSE1001, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R.
- CWS1071: Family Centered Case Planning.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R.
- CWS1305: The Helping Interview.

- CWS2011: Intake Assessment and Investigation.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R.
- CWS2021: Sexual Abuse.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R.
- CWS2031.1: Sexual Abuse Investigation.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R, CWS2021.
- CWS4020: Engaging Families and Building Trust-Based Relationships.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R, CWS2021.
- *CWS5011: Case Documentation*
 - *Prerequisites: CWSE5011*
- CWS5307: Assessing Safety, Risk and Protective Capacity.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R.

The following online courses are required to be completed within the first 12 months of employment:

- *CWSE4000: Identifying Sex Trafficking in Child Welfare.*
- *CWSE6010: Working with Families of Substance Exposed Infants Modules 1 and 2.*

1.5.1.4 First 24 months training requirement

The following instructor led courses are required to be completed no later than within the first 24 months of employment:

- CWS1031: Separation and Loss Issues in Human Services Practice.
- DVS1001: Understanding Domestic Violence.
- DVS1031: Domestic Violence and Its Impact on Children.

- Prerequisite: DVS1001.
- CWS2141: Out of Family Investigation (if conducting out of family investigations pursuant to [22 VAC 40-730-130.](#))
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R.
- *CWS4015: Trauma-Informed Child Welfare Practice: Identification and Intervention.*
 - *Prerequisite: CWSE4015*
- CWS5305: Advanced Interviewing: Motivating Families for Change.

The following online course is required to be completed within the first 24 months of employment:

- *CWSE4015: Introduction to Trauma-Informed Child Welfare Practice.*

1.5.1.5 Additional training requirement for CPS supervisors

In addition to the courses listed below, all CPS supervisors hired after March 1, 2013 are required to attend the Family Services CORE Supervisor Training Series: SUP5701, SUP5702, SUP5703, SUP5704, and SUP5705. These courses are to be completed in the first two years of employment as a supervisor.

1.5.1.6 Training requirements for CPS on-going staff

See [Section 6: Services](#) for training requirements for workers and supervisors who provide CPS on-going services.

1.5.2 Annual training requirements

([22VAC40-705-180 C](#)) All child protective services workers and supervisors shall complete a minimum of 24 contact hours of continuing education or training annually. This requirement begins after completion of initial training mandates.

CPS workers and supervisors are required to attend a minimum of 24 contact hours of continuing education/training annually. For those CPS workers and supervisors hired on or after March 1, 2013, the first year of this requirement should begin no later than 3 years from their hire date, after the completion of the initial training detailed above.

Continuing education/training activities to be credited toward the 24 hours should be pre-approved by the LDSS supervisor or person managing the CPS program.

Continuing education/training activities may include, but are not limited to: on-line and classroom training offered by VDSS, organized learning activities from accredited university or college academic courses, continuing education programs, workshops, seminars and conferences.

Documentation of continuing education/training activities is the responsibility of the LDSS.

1.5.3 LDSS must ensure worker compliance

It is the responsibility of the LDSS to ensure that staff performing CPS duties within their agency has met the minimum standards. The CPS supervisor or the person managing the CPS program at the local level shall maintain training documentation in the worker's personnel record. The supervisor shall assure that the CPS workers who report to them complete the required training within the given timeframes.

A Training Job Aide is located on the [DSS internal website](#) and may be used by the LDSS to document and track all training requirements.

1.5.3.1 Training and direct supervision of new worker for sexual abuse investigations

Effective July 1, 2014 [§ 63.2-1505D](#) of the Code of Virginia requires direct supervision of CPS workers who conduct sexual abuse investigations unless they have completed CWS 2021: Sexual Abuse and CWS 2031.1: Sexual Abuse Investigations. Direct supervision requires a close review of all decisions made during the investigation by someone who has completed the required training. Only persons who have completed the required training may determine the final disposition of a sexual abuse investigation.

1.5.4 Training for staff not designated as CPS workers

The following course must be completed by local service workers who provide intake functions or respond to reports of abuse or neglect only during nights or weekends while "on call" and were hired after July 1, 2017:

- CWS 2020: On Call for Non-CPS Workers.
 - Prerequisite: CWSE2020: On Call for Non-CPS Workers.

1.6 Multidisciplinary teams

Child Protective Services are best provided in the context of community-based collaboration and support. The Code of Virginia [§ 63.2-1503 J](#) provides the statutory authority for the LDSS to develop multidisciplinary teams. [22 VAC 40-705-150 E](#) provides regulatory authority for an LDSS to support the development of multidisciplinary teams.

[\(22 VAC 40-705-150 E\)](#). Local departments shall support the establishment and functioning of multidisciplinary teams pursuant to [§ 63.2-1503 J](#) of the Code of Virginia.

The purpose of multidisciplinary teams shall be to promote, advocate, and assist in the development of a coordinated service system directed at the early diagnosis, comprehensive treatment, and prevention of child abuse and neglect. It is the responsibility of the Director of the LDSS to foster the creation and coordination of multidisciplinary teams either personally or through his designee. Functions of multidisciplinary teams shall include:

- Identifying abused and neglected children.
- Coordinating medical, social and legal services for the children and their families.
- Helping to develop innovative programs for detection and prevention of child abuse and neglect.
- Promoting community concern and action in the area of child abuse and neglect.
- Disseminating information to the general public with respect to the problem of child abuse and neglect and the facilities and prevention and treatment methods available to combat abuse and neglect.

1.6.1 Composition of multidisciplinary teams

The VAC provides the regulatory framework for the composition of multidisciplinary teams:

[\(22 VAC 40-705-10\)](#). "Multidisciplinary teams" means any organized group of individuals representing, but not limited to, medical, mental health, social work, education, legal and law enforcement, which will assist local departments in the protection and prevention of child abuse and neglect pursuant to [§ 63.2-1503 J](#) of the Code of Virginia. Citizen representatives may also be included.

1.6.2 Family assessment and planning teams

The Code of Virginia [§ 63.2-1503 J](#) also provides that family assessment and planning teams established by a locality may be considered multidisciplinary teams.

1.6.3 Investigation consultation by multidisciplinary teams

The Code of Virginia [§ 63.2-1503 K](#) allows multidisciplinary teams to provide consultation and assistance in conducting investigations. Multidisciplinary teams can provide better coordination between the professionals who are involved in complicated and serious CPS investigations to help avoid repeated interviews of a child.

1.6.4 Cooperation and exchange of information between the LDSS and multidisciplinary teams

The Code of Virginia [§ 63.2-1503 J](#) establishes statutory authority for the LDSS to develop agreements that govern the work of the multidisciplinary teams including the exchange of information among team members. LDSS are encouraged to develop written protocols for the operation of local multidisciplinary teams.

Multidisciplinary teams involved in case consultation can have access to confidential case information. All members of a multidisciplinary team abide by laws and policies related to confidentiality. More information about confidentiality and CPS can be found in [Section 9, Confidentiality](#), of this manual.

1.6.5 Multidisciplinary teams for sexual abuse

Section [15.2-1627.5](#) of the Code of Virginia requires the Commonwealth Attorney to establish a multidisciplinary child sexual abuse response team. These teams will conduct regular reviews of new and ongoing reports of felony sex offenses against a child. At the request of any team member they can review other child abuse and neglect offenses. The law provides a list of team members to include the Commonwealth Attorney, law enforcement and CPS at the minimum. The team may include a Child Advocacy Center representative, where available.

([§ 15.2-1627.5](#) of the Code of Virginia). Coordination of multidisciplinary response to child sexual abuse.

A. The attorney for the Commonwealth in each jurisdiction in the Commonwealth shall establish a multidisciplinary child sexual abuse response team, which may be an existing multidisciplinary team. The multidisciplinary team shall conduct regular reviews of new and ongoing reports of felony sex offenses in the jurisdiction involving a child and the investigations thereof and, at the request of any member of the team, may conduct reviews of any other reports of child abuse and neglect or sex offenses in the jurisdiction involving a child and the investigations thereof. The multidisciplinary team shall meet frequently enough to ensure that no new or ongoing reports go more than 60 days without being reviewed by the team.

B. The following individuals, or their designees, shall participate in review meetings of the multidisciplinary team: the attorney for the Commonwealth; law-enforcement officials responsible for the investigation of sex offenses involving a child in the jurisdiction; a representative of the local child protective services unit; a representative of a child advocacy center serving the jurisdiction, if one exists; and a representative of an Internet Crimes Against Children task force affiliate agency serving the jurisdiction, if one exists. In addition, the attorney for the Commonwealth may invite other individuals, or their designees, including the school superintendent of the jurisdiction; a representative of any sexual assault crisis center serving the jurisdiction, if one exists; the director of the victim/witness program serving the jurisdiction, if one exists; and a health professional

knowledgeable in the treatment and provision of services to children who have been sexually abused.

These meetings are considered closed and therefore the discussions in these meetings are not public information pursuant to [§ 2.2.3711](#) of the Code of Virginia. The findings of the team may be disclosed or published in statistical or other aggregated form that does not disclose the identity of specific individuals pursuant to [§ 2.2.3705.7](#) of the Code of Virginia.

1.7 Family partnership meetings

Family engagement is a relationship focused approach that provides structure for decision making that empowers both the family and the community in the decision making process. Family partnership meetings (FPM) are grounded by value-driven principles that include:

- All families have strengths.
- Families are the experts on themselves.
- Families deserve to be treated with dignity and respect.
- Families can make well-informed decisions about keeping their children safe when supported.
- Outcomes improve when families are involved in decision making.
- A team is often more capable of creative and high quality decision making than an individual.

A FPM may be held any time to solicit family input regarding safety, services and permanency planning; however, for every family involved with the child welfare agency these are the decision points at which a FPM should be held:

- Once a CPS investigation or family assessment has been completed and the family is identified as “very high” or “high” risk and the child is at risk of out of home placement.
- Prior to removing a child, whether emergency or considered.
- Prior to any change of placement for a child already in care, including a disruption in the adoptive placement.
- Prior to the development of a foster care plan for the foster care review and permanency planning hearings to discuss permanency options and for concurrent planning as well as consideration of a change of goal.

- When requested by parent (birth, foster, adoptive or legal guardian), youth, or service worker.

The worker and supervisor should discuss the convening and timing of a family partnership meeting at these critical decision points. All family partnership meetings must be documented in the child welfare information system. For more guidance regarding family partnership meetings, please refer to the VDSS Child and Family Services manual, Family Engagement chapter on the [DSS public website](#).

Course CWS4030: Facilitator Training for Virginia's Family Partnership Meetings is designed for individuals within the locality that will be responsible for facilitating family partnership meetings.

1.8 Structured Decision Making

Structured Decision Making (SDM) is a process that uses a set of research and evidence-based assessment tools to help case workers make appropriate decisions at key stages in the child welfare process, from screening referrals to closing cases. When partnered with clinical judgment and supervision, these tools are designed to increase the consistency of casework decisions and improve the validity of those decisions, thereby better protecting children from harm. The assessment tools apply to all CPS decisions, with the exception of out-of-family reports, which only require the use of the Intake Tool. The assessment tools must be completed in the child welfare information system. When accessed via the child welfare information system, each assessment tool has definitions available that assist the worker with making the best choices on the tool. It is critical that workers refer to the definitions in the tools for consistency in completing the tools. Guidance on when to use each tool is offered in subsequent parts of this manual.

Additional information on the SDM tools can be located in CWSE1510: Structured Decision Making in Virginia. This on-line course is available in the [VLC](#).

1.9 Domestic Violence

Domestic violence (DV) is an issue affecting many families receiving services through the LDSS. VDSS has added a new chapter to the VDSS Child and Family Services Manual, [Chapter H. Domestic Violence](#). This chapter presents an overview of DV and the related statutory requirements impacting LDSS and local DV programs. Information specific to Prevention, CPS and Foster Care is provided. Much of the specific information is applicable across program areas. This chapter also connects to the existing chapters of entire VDSS Child and Family Services Manual to ensure that specific DV information is readily available when needed.

Local DV programs provide services which focus on the safety of DV victims and their children. LDSS focus primarily on child safety. Both entities are focused on safety. LDSS

and local DV programs work together, participate in multi-disciplinary teams together, occasionally are housed in the same buildings and often work with the same families.

Current data regarding the co-occurrence between DV and child maltreatment compel child welfare systems to re-evaluate existing philosophies, policies, and practice approaches towards families experiencing both forms of violence.

1.10 Sex trafficking of children

Sex trafficking is defined in the Trafficking Victims Protection Act of 2000 ([22 U.S.C. 7102](#)) as the recruitment, harboring, transportation, provision, obtaining, patronizing or soliciting of a person for the purpose of a commercial sex act. Research suggests that children currently or formerly in foster care are at a higher risk of being sex trafficked. Risk factors include but are not limited to:

- Limited or severed family connections.
- History of emotional trauma, physical or sexual abuse.
- Prior involvement with law enforcement.

The Preventing Sex Trafficking and Strengthening Families Act ([P.L.113-183](#)) requires states to identify, document and determine the appropriate services for children and youth who are victims or at risk of being sex trafficked. The information obtained in this process may assist in identifying characteristics, signs and vulnerabilities to respond to youth who have been sex trafficked and inform communities how to help combat future incidents.

The Justice for Victims of Trafficking Act of 2015 ([H.R.181](#)) amends CAPTA to include victims of sex trafficking in the definition of an abused or neglected child.

Additional information regarding sex trafficking can be found in the on-line course, CWSE4000: Identifying Sex Trafficking in Child Welfare. This course is available on the [VDSS public website](#) and in the [VLC](#).

1.11 Appendix A: Indian Child Welfare Act (ICWA)

The [Indian Child Welfare Act](#) (ICWA) is a federal law passed in 1978 that guides states in their process for placement of an Indian child that is in their custody. It requires that states seek placement for the child with that child's family, tribe and other American Indian homes before looking elsewhere. It generally does not apply to divorce proceedings, interfamilial disputes, juvenile delinquency cases or cases under tribal court jurisdiction.

While most of ICWA is related to children who have been removed and are in the custody of LDSS, there are specific elements of ICWA that require early identification of ICWA applicability. Early identification will promote proper implementation of ICWA at an early stage to prevent, as much as possible, delayed discoveries that ICWA applies. Early discovery of ICWA applicability will ensure that:

- Proper notice is given to parents/Indian custodians and tribes.
- Tribes have the opportunity to intervene or take jurisdiction over proceedings (as appropriate).
- ICWA placement preferences are respected.

1.11.1 Active efforts

The requirement to engage in "active efforts" begins from the moment the possibility arises that the investigation, family assessment or case may result in the need for the Indian child to be placed outside the custody of either parent or Indian custodian in order to prevent removal. The U.S. Department of the Interior, Bureau of Indian Affairs Division of Human Services, provides a [quick reference sheet on active efforts](#).

Active efforts to prevent removal of the child must be conducted while investigating whether the child is a member of the tribe, is eligible for membership in the tribe or whether a biological parent of the child is or is not a member of a tribe.

Active efforts are intended primarily to maintain and reunite an Indian child with his/her family or tribal community and constitute more than "reasonable efforts" as required by Title IV-E of the Social Security Act.

Active efforts include, but are not limited to:

- Engaging the Indian child, the Indian child's parents, the Indian child's extended family members and the Indian child's custodian.
- Taking necessary steps to keep siblings together.

- Identifying appropriate services and helping the parents to overcome barriers, including actively assisting (not just referring) the parents in obtaining such services.
- Identifying, notifying and inviting representatives of the Indian child's tribe to participate.
- Conducting or causing to be conducted a diligent search for the Indian child's extended family members for assistance and possible placement (if needed).
- Taking into account the Indian child's tribe's prevailing social and cultural conditions and way of life and requesting the assistance of representatives designated by the Indian child's tribe with substantial knowledge of the prevailing social and cultural standards.
- Offering and employing all available and culturally appropriate family preservation strategies.
- Identifying community resources and actively assisting the Indian child's parents or extended family in utilizing and accessing those resources.
- Monitoring progress and participation in services.

1.11.2 Indian child

Indian child means any unmarried person less than 18 years of age who is either:

- A member of an Indian tribe.
- Eligible for membership in an Indian tribe and the biological child of a member of an Indian tribe.

1.11.3 ICWA applicability

When does ICWA apply?

- Whenever an Indian child is the subject of a child custody proceeding.
- In those cases in which the Indian child is not removed from the home, such as during an investigation, family assessment or case. This includes instances when a court orders the family to engage in services to keep the child in the home as part of a diversion, differential, alternative response or other program. LDSS and courts should follow the verification and notice provisions.

When does ICWA not apply?

- Tribal court proceedings.
- Placements based upon an act by the Indian child which if committed by an adult would be deemed a criminal offense.
- An award in a divorce proceeding of custody of the Indian child to one of the parents.
- Voluntary placements that do not operate to prohibit the child's parent or Indian custodian from regaining custody of the child upon demand.

1.11.4 Determination of tribal membership

- The LDSS and court must treat the child as an Indian child unless and until it is determined that the child is not of American Indian, Alaskan Eskimo or Aleut heritage, and the child does not belong to a tribe located in or outside of Virginia.
- Only the Indian tribe(s) of which it is believed a biological parent or the child is a member or eligible for membership may make the determination whether the child is a member of the tribe(s); is eligible for membership in the tribe(s); or whether the parent of the child is a member of the tribe(s).
- The LDSS must submit a written request to the Tribal Social Service or ICWA Representative of the prospective tribe and request confirmation of the child's membership or eligibility for membership as the biological child of a member of the tribe. The LDSS must provide all identifying information to the tribe to assist in the confirmation or determination of tribal membership. [Appendix B: Tribal Resources](#) provides information on identifying the Tribal Social Service or ICWA representative of each tribe.

1.11.5 Documentation of Indian status

- The LDSS must document all "active efforts" in the child welfare information system.
- The LDSS must document the steps taken to determine the status of the child in the child welfare information system.
- The LDSS must document any determinations that have been made regarding the status of the child in the child welfare information system.

1.12 Appendix B: Tribal Resources

1.12.1 Virginia tribes

In Virginia, there are state and federally recognized Indian tribes. State-recognized Indian tribes are not necessarily federally recognized; however, some federally recognized tribes are also recognized by the Commonwealth of Virginia. Recognition at the state and federal levels determines the array of protections, resources, and services available to the tribes from the state and federal government.

1.12.2 Virginia tribes recognized by the Commonwealth of Virginia

State recognition of an American Indian tribe is the declaration of a formal relationship between the American Indian tribe and the Commonwealth of Virginia.

Tribe	Year Recognized	Location
Chickahominy Tribe	1983	Charles City County
Eastern Chickahominy Indian Tribe	1983	New Kent County
Mattaponi Tribe	1983	Banks of Mattaponi River, King William County
Monacan Indian Nation	1989	Bear Mountain, Amherst County
Nansemond Indian Tribal Association	1985	Cities of Suffolk and Chesapeake
Rappahannock Indian Tribe	1983	Indian Neck, King & Queen County
Upper Mattaponi Indian Tribe	1983	King William County
Cheroenhaka (Nottoway) Indian Tribe	2010	Courtland, Southampton County
Nottoway of Virginia	2010	Capron, Southampton County
Patawomeck Indians of Virginia	2010	Stafford County

1.12.3 Virginia tribal resources

The Secretary of the Commonwealth maintains a [contact list for Virginia tribes](#).

- LDSS are strongly encouraged to contact Virginia tribes in their service areas and work to build and strengthen relationships in order to improve services to Indian children and their families.

- The [Eastern Regional Office--Bureau of Indian Affairs](#) can provide guidance on ICWA notification procedures for children associated with state recognized tribes.

1.12.4 Federally recognized tribes in Virginia

Federal recognition of an American Indian tribe confirms the existence of a nation-to-nation relationship between the Indian tribe and the United States, and permanently establishes a government-to-government relationship between the two.

Tribe	Year Recognized	Location
Virginia Pumonkey Indian Tribe	2016	King William County
Chickahominy Tribe	2018	Charles City County
Eastern Chickahominy Indian Tribe	2018	New Kent County
Monacan Indian Nation	2018	Bear Mountain, Amherst County
Nansemond Indian Tribal Association	2018	Cities of Suffolk and Chesapeake
Rappahannock Indian Tribe	2018	Indian Neck, King & Queen County
Upper Mattaponi Indian Tribe	2018	King William County

1.12.5 Federal tribal resources

The [U.S. Department of the Interior Bureau of Indian Affairs](#) was established to enhance the quality of life, promote economic opportunity, and carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes, and Alaska Natives. The Bureau of Indian Affairs serves as the liaison between the Federal Government and Indian tribes and Alaska Native villages in the United States.

The U.S. Department of the Interior Bureau of Indian Affairs maintains a [Tribal Leaders Directory](#) with contact information for each of the federally recognized tribes.

The U.S. Department of the Interior Bureau of Indian Affairs maintains regional offices across the United States. The regional offices provide direct support and resources to federally recognized tribes. The [BIA Directory of Regional Offices](#) provides contact information for each regional office. There are [twelve regional offices](#). Regional offices can assist the LDSS with identification of the Child Welfare Designated Agent for each tribe. The Child Welfare Designated Agent will be able to provide contact information for the tribal social service program or ICWA representative of each tribe.

The U.S. Department of the Interior Bureau of Indian Affairs [Division of Human Services](#) oversees the administration of the Indian Child Welfare Act. They provide a number of resource guides for tribes, state agencies, and courts regarding the ICWA.

- [Quick Reference Sheet for State Agency Personnel.](#)
- [Quick Reference Sheet for State Court Personnel.](#)
- [Quick Reference Sheet for Tribes.](#)
- [Sample Notice of Child Custody Proceeding for Indian Child.](#)

The [National Indian Child Welfare Association](#) is a comprehensive source of information on American Indian child welfare. They are the only national American Indian organization focused specifically on the tribal capacity to prevent child abuse and neglect.

The [Indian Health Service](#) is an agency within the Department of Health and Human Services responsible for providing federal health services to American Indians and Alaska Natives.

2

DEFINITIONS OF ABUSE AND NEGLECT

TABLE OF CONTENTS

2.1	Introduction	5
2.2	Injury and threat of injury or harm to a child.....	6
2.3	Physical abuse.....	6
2.3.1	Statutory and regulatory definition.....	6
2.3.2	Types of physical abuse.....	6
2.3.2.1	Asphyxiation.....	6
2.3.2.2	Bone fracture.....	7
2.3.2.3	Head injuries.....	7
2.3.2.4	Burns/scalding.....	7
2.3.2.5	Cuts, bruises, welts, abrasions.....	8
2.3.2.6	Internal injuries.....	8
2.3.2.7	Poisoning.....	8
2.3.2.8	Sprains/dislocation.....	8
2.3.2.9	Gunshot wounds.....	8
2.3.2.10	Stabbing wounds.....	8
2.3.2.11	Munchausen syndrome by proxy.....	9
2.3.2.12	Bizarre discipline.....	9
2.3.2.13	Abusive Head Trauma and battered child syndrome.....	9
2.3.2.14	Exposure to sale or manufacture of certain controlled substances.....	10
2.3.2.15	Other physical abuse.....	11
2.3.3	Substantial risk of death, disfigurement, or impairment of bodily functions.....	11
2.4	Physical neglect	11
2.4.1	Statutory and regulatory definition.....	11
2.4.2	Types of physical neglect.....	11

2.4.2.1	Abandonment.....	12
2.4.2.2	Inadequate supervision.....	12
2.4.2.3	Inadequate clothing.....	12
2.4.2.4	Inadequate shelter	13
2.4.2.5	Inadequate personal hygiene.....	13
2.4.2.6	Inadequate food	13
2.4.2.7	Malnutrition.....	13
2.4.2.8	Knowingly leaving a child with a person required to register as violent sex offender	13
2.4.2.9	Failure to thrive	14
2.4.2.10	<i>Labor trafficking</i>	15
2.4.2.11	Other physical neglect	15
2.4.3	Family poverty and lack of resources	15
2.4.3.1	Multiple occurrences or one-time incident	15
2.5	Medical neglect.....	16
2.5.1	Statutory and regulatory definition	16
2.5.2	Types of medical neglect.....	16
2.5.2.1	Emergency medical care or treatment.....	16
2.5.2.2	Necessary medical care or treatment	17
2.5.2.3	Necessary dental care or treatment.....	17
2.5.2.4	Necessary mental care or treatment.....	17
2.5.2.5	Other medical neglect	17
2.5.3	Factors to consider when determining if medical neglect definition met....	18
2.5.3.1	Treatment or care must be necessary	18
2.5.3.2	Parent refuses treatment for life-threatening condition.....	18
2.5.4	Child under alternative treatment.....	19
2.5.5	Medical neglect of infants with life-threatening conditions	20
2.5.5.1	Withholding of medically indicated treatment when treatment is futile ...	20
2.5.5.2	Definitions of chronically and irreversibly comatose and terminal condition.....	21
2.6	Mental abuse or mental neglect.....	21
2.6.1	Statutory and regulatory authority.....	21
2.6.2	Caretaker’s actions or omissions.....	21
2.6.3	Documentation required for mental abuse or mental neglect.....	22
2.6.4	Organic failure to thrive	23

2.6.5	Nonorganic failure to thrive.....	23
2.6.5.1	Establish nexus with caretaker’s action or inaction and the nonorganic failure to thrive	24
2.7	Sexual abuse.....	24
2.7.1	Statutory and regulatory definition	24
2.7.2	Types of sexual abuse	24
2.7.2.1	Sexual exploitation.....	24
2.7.2.2	Other sexual abuse.....	25
2.7.2.3	Sexual molestation.....	25
2.7.2.4	Intercourse and sodomy	26
2.7.2.5	Sex Trafficking	26
2.7.3	Establishing sexual gratification or arousal.....	26
2.8	Appendix A: Battered Child Syndrome.....	28
2.9	Appendix B: Failure to thrive syndrome	29
2.9.1	Organic and nonorganic failure to thrive.....	29
2.9.1.1	Organic failure to thrive.....	29
2.9.1.2	Nonorganic failure to thrive.....	29
2.9.1.3	Mixed etiology	29
2.9.1.4	Inadequate causes.....	30
2.9.2	Characteristics of failure to thrive	30
2.9.2.1	Appearance.....	30
2.9.2.2	Behavior	31
2.9.2.3	Progress in the hospital	31
2.9.2.4	Long-term behaviors	32
2.9.2.5	Investigating allegation involving suspected failure to thrive syndrome .	32
2.9.3	Bibliography	34
2.10	Appendix C: Munchausen syndrome by proxy	35
2.10.1	Commonly fabricated illnesses and symptoms.....	35
2.10.2	Indicators for suspecting and identifying Munchausen syndrome by proxy	35
2.10.3	Bibliography	36
2.11	Appendix D: Sexual Abuse	37
2.11.1	Physical examinations for possible sexual abuse	37
2.11.1.1	Medical categorization of the physical examination for sexual abuse....	37
2.11.1.2	Classification of physical findings in sexual abuse examinations.....	38
2.11.1.3	Possible physical indicators in sexually abused girls	38

2.11.1.4	Erythema, inflammation, and increased vascularity	38
2.11.1.5	Increased friability	38
2.11.1.6	Angulation of the hymenal edge	39
2.11.1.7	Labial adhesions	39
2.11.1.8	Urethral dilation	39
2.11.1.9	Hymenal or vaginal tear	39
2.11.1.10	Discharge	39
2.11.1.11	Fissures.....	40
2.11.1.12	New or healed lacerations	40
2.11.1.13	Enlarged hymenal introital opening	40
2.11.1.14	Sexually transmitted diseases	40
2.11.1.15	Sperm.....	40
2.11.1.16	Physical findings associated with anal sexual abuse	40
2.11.1.17	Perineal erythema.....	41
2.11.1.18	Swelling of the perianal tissues.....	41
2.11.1.19	Fissures.....	41
2.11.1.20	Large tears	41
2.11.1.21	Skin changes.....	41
2.11.1.22	Funneling	42
2.11.1.23	Hematoma and/or bruising.....	42
2.11.1.24	Anal warts	42
2.11.1.25	Physical findings and abnormalities mistaken for anal sexual abuse.....	42
2.11.1.26	Conditions that can be mistaken for sexual abuse	42
2.11.2	Common questions and issues.....	43
2.11.3	Bibliography	44

2

DEFINITIONS OF ABUSE AND NEGLECT

2.1 Introduction

The statutory and regulatory authority establishing the foundation for the categories of abuse and neglect are found in Chapter 15 of the Code of Virginia and [22 VAC 40-705-30](#) of the Virginia Administrative Code (VAC). This section also contains footnotes of relevant court decisions impacting the definition of abuse and neglect for the CPS program.

The VAC defines abuser or neglector as:

[\(22 VAC 40-705-10\)](#). "Abuser or Neglector" means any person who is found to have committed the abuse or neglect of a child pursuant to Chapter 15 ([§ 63.2-1500](#) et seq.) of Title 63.2 of the Code of Virginia.

The VAC establishes four (4) categories of abuse or neglect, including:

- Physical abuse.
- Physical neglect (includes medical neglect).
- Mental abuse or neglect.
- Sexual abuse.

CWSE2090: Injury Identification in Child Welfare is an e-learning course designed for all child welfare workers. This course is recommended for all CPS workers and supervisors as it will increase knowledge and ability to recognize signs of abuse and neglect. It is available in the [VLC](#).

2.2 Injury and threat of injury or harm to a child

Inherent within each category of abuse or neglect is an actual injury or the existence of a threat of an injury or harm to the child. Although there are five categories of abuse or neglect, there are only two kinds of injuries possible; an injury may be a physical injury or a mental injury. Also, an injury may be an actual injury or a threatened injury. The threat of injury has been upheld by the courts.¹

The CPS worker must consider the circumstances surrounding the alleged act or omission by the caretaker influencing whether the child sustained an injury or whether there was a threat of an injury or of harm to the child. The evidence may establish circumstances that may create a threat of harm.

2.3 Physical abuse

2.3.1 Statutory and regulatory definition

The Code of Virginia [§ 63.2 -100](#) provides the statutory definition of physical abuse. The Virginia Administrative Code provides the same definition of physical abuse:

[\(22 VAC 40-705-30 A\)](#). Physical abuse occurs when a caretaker creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon a child a physical injury by other than accidental means or creates a substantial risk of death, disfigurement, or impairment of bodily functions, including, but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of [§ 18.2-248](#) of the Code of Virginia.

2.3.2 Types of physical abuse

The types of physical abuse include but are not limited to:

2.3.2.1 Asphyxiation

Asphyxiation means being rendered unconscious as a result of oxygen deprivation.

¹ "[T]he statutory definitions of an abused or neglected child do not require proof of actual harm or impairment having been experienced by the child. The term 'substantial risk' speaks in futuro." *Jenkins v. Winchester Dep't of Soc. Servs.*, 12 Va. App. 1178, 1183, 409 S.E.2d 16, 19 (1991). "The Commonwealth's policy is to protect abused children and to prevent further abuse of those children. This policy would be meaningless if the child must suffer an actual injury from the behavior of his or her parent . . . [T]he statute [does not] impose such trauma upon a child." *Jackson v. W.*, 14 Va. App. 391, 402, 419 S.E.2d 385, 391 (1992).

2.3.2.2 Bone fracture

- Chip fracture. A small piece of bone is flaked from the major part of the bone.
- Simple fracture. The bone is broken, but there is no external wound.
- Compound fracture. The bone is broken, and there is an external wound leading down to the site of fracture or fragments of bone protrude through the skin.
- Comminuted fracture. The bone is broken or splintered into pieces.
- Spiral fracture. Twisting causes the line of the fracture to encircle the bone in the form of a spiral.

2.3.2.3 Head injuries

- Brain damage. Injury to the large, soft mass of nerve tissue contained within the cranium or skull.
- Skull fracture. A broken bone in the skull.
- Subdural hematoma. A swelling or mass of blood (usually clotted) caused by a break in a blood vessel located beneath the outer membrane covering the spinal cord and brain.

2.3.2.4 Burns/scalding

- Burn. Tissue injury resulting from excessive exposure to thermal, chemical, electrical or radioactive agents.
- Scald. A burn to the skin or flesh caused by moist heat from vapors or steam.
- The degree of a burn must be classified by a physician and is usually classified as:
- First degree. Superficial burns, damage being limited to the outer layer of skin, scorching or painful redness of the skin.
- Second degree. The damage extends through the outer layer of the skin into the inner layers. Blistering will be present within 24 hours.
- Third degree. The skin is destroyed with damage extending into underlying tissues, which may be charred or coagulated.

2.3.2.5 Cuts, bruises, welts, abrasions

- Cut. An opening, incision, or break in the skin.
- Bruise. An injury that results in bleeding within the skin, where the skin is discolored but not broken.
- Welt. An elevation on the skin produced by a lash or blow. The skin is not broken.
- Abrasions. Areas of the skin where patches of the surface have been scraped off.

2.3.2.6 Internal injuries

An injury that is not visible from the outside, such as an injury to the organs occupying the thoracic or abdominal cavities.

2.3.2.7 Poisoning

Ingestion, inhalation, injection, or absorption of any substance given to a child that interferes with normal physiological functions. The term poison implies an excessive amount as well as a specific group of substances. Virtually any substance can be poisonous if consumed in sufficient quantity.

2.3.2.8 Sprains/dislocation

- Sprain. Trauma to a joint which causes pain and disability depending upon the degree of injury to ligaments. In a severe sprain, ligaments may be completely torn.
- Dislocation. The displacement of a bone from its normal position in a joint.

2.3.2.9 Gunshot wounds

Wounds resulting from a gunshot.

2.3.2.10 Stabbing wounds

Wounds resulting from a stabbing.

2.3.2.11 Munchausen syndrome by proxy

A condition characterized by habitual presentation for hospital treatment of an apparent acute illness, the patient giving a plausible and dramatic history, all of which is false.² Munchausen syndrome by proxy occurs when a parent or guardian falsifies a child's medical history or alters a child's laboratory test or actually causes an illness or injury in a child in order to gain medical attention for the child, which may result in innumerable harmful hospital procedures.³ This classification must be supported by medical evidence.

2.3.2.12 Bizarre discipline

Bizarre discipline means any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior. The caretaker's actions must result in physical harm to the child or create the threat of physical harm to the child.

Bizarre discipline is also a type of mental abuse or neglect.

2.3.2.13 Abusive Head Trauma and battered child syndrome

Abusive Head Trauma (AHT), also known as traumatic inflicted brain injury or shaken baby syndrome, and battered child syndrome are caused by non-accidental trauma.

- **Abusive Head Trauma** is a medical diagnosis that must be made by a physician. This type of injury occurs during violent shaking of an infant or young child causing the child's head to whip back and forth. The shaking causes the child's brain to move about, causing blood vessels in the skull to stretch and tear. The child may suffer one or several of the following injuries: retinal hemorrhages; subdural or subarachnoid hemorrhages; cerebral contusions; skull fracture; rib fractures; fractures in the long bones and limbs; metaphyseal fractures; axonal shearing (tearing of the brain tissue); and cerebral edema (swelling of the brain). The absence of external injury does not rule out a diagnosis of shaken baby syndrome.

In response to debate and controversy within the legal system and the media, the American Academy of Pediatrics (AAP) has published an informative resource which states there is no legitimate medical debate among the majority of practicing physicians as to the existence or validity of AHT. Claims that shaking

² Dorland's Illustrated Medical Dictionary 1295 (26th ed. 1981).

³ Zumwalt & Hirsch, Pathology of Fatal Child Abuse and Neglect, in Child Abuse and Neglect 276 (R. Helfer & R. Kempe eds., 4th ed. 1987).

is not dangerous to infants or children are not factual and are not supported by AAP policy, despite being proffered by a few expert witnesses in the courtroom. This resource can be used to educate judges, prosecutors, child welfare specialists and other decision makers about this important issue. The resource is available [here](#).

- **Battered child syndrome** refers to a “constellation of medical and psychological conditions of a child who has suffered continuing injuries that could not be accidental and are therefore presumed to have been inflicted by someone close to the child, usually a caregiver. Diagnosis typically results from a radiological finding of distinct bone trauma and persistent tissue damage caused by intentional injury, such as twisting or hitting with violence.”⁴ The battered child syndrome “exists when a child has sustained repeated and/or serious injuries by non-accidental means.”⁵ Battered child syndrome must be diagnosed by a physician.

Presenting signs and symptoms of this type of injury include: irritability, convulsions, seizures, lethargy or altered level of consciousness, coma, respiratory problems, vomiting, and death.⁶

2.3.2.14 Exposure to sale or manufacture of certain controlled substances

The sale of drugs by a caretaker in the presence of a child can pose a threat to the child’s safety. Manufacturing drugs, especially in methamphetamine laboratories, can expose children to serious toxins. There is more information about specific toxins in Appendix C in [Section 4, Family Assessment and Investigation](#), as well as information about Schedule 1 and Schedule 2 drugs on the Department of Justice website.

CPS reports alleging this type of physical abuse shall be reported to the Commonwealth Attorney and to local law enforcement. The CPS worker should not be the first responder to a setting where the manufacture of drugs is suspected.

⁴ Black’s Law Dictionary, 172 (9th ed. 2009).

⁵ *Estelle v. McGuire*, 502 U.S. 62 (1991).

⁶ Monteleone, Dr. James A., and Dr. Armand E. Brodeur, *Child Maltreatment: A Clinical Guide and Reference*, 14-16 (G.W. Medical Publishing 1994).

There is a sample protocol for a joint response to these reports with local law enforcement and emergency personnel in Appendix C in [Section 4, Family Assessment and Investigation](#).

2.3.2.15 Other physical abuse

Most types of physical abuse of a child can be defined in one of the above types. However, if the child has suffered a type of physical abuse that is not one of the above specified types, the CPS worker may document the type as Other Abuse and specifically describe the type of physical abuse.

2.3.3 Substantial risk of death, disfigurement, or impairment of bodily functions

The CPS worker may determine that a physical abuse definition has been met when the information collected during the family assessment or investigation establishes that the caretaker created a substantial risk of death, disfigurement, or impairment of bodily functions.

2.4 Physical neglect

2.4.1 Statutory and regulatory definition

The Code of Virginia [§ 63.2-100](#) provides the statutory foundation for the definition of physical neglect. The VAC provides the regulatory definition for physical neglect:

[\(22 VAC 40-705-30 B\)](#). Physical neglect occurs when there is the failure to provide food, clothing, shelter, necessary medical treatment or supervision for a child to the extent that the child's health or safety is endangered. This also includes abandonment and situations where the parent or caretaker's own incapacitating behavior or absence prevents or severely limits the performing of child caring tasks pursuant to [§ 63.2-100](#) of the Code of Virginia. This also includes a child under the age of 18 years whose parent or other person responsible for his care knowingly leaves the child alone in the same dwelling as a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to [§ 9.1-902](#).

[\(22 VAC 40-705-30 B1\)](#). Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety.

2.4.2 Types of physical neglect

The types of physical neglect include but are not limited to:

2.4.2.1 Abandonment

Abandonment means conduct or actions by the caretaker implying a disregard of caretaking responsibilities. Such caretaker actions or conduct includes extreme lack of interest or commitment to the child, or leaving the child without a caretaker and without making proper arrangements for the care of the child and with no plan for the child's care, or demonstrating no interest or intent of returning to take custody of the child.

Abandonment may include situations when a caretaker disregards their caretaker duties, obligations and responsibilities by failing to make reasonable efforts to locate the child when the child has run away and/or is missing. Reasonable efforts include but are not limited to contacting local law enforcement to make a report that the child has run away and/or is missing.

The Code of Virginia §§ [18.2-371](#), [40.1-103](#), [8.01-226.5:2](#), and [63.2-910.1](#) provide immunity from liability to hospital and rescue squad staff who receive an abandoned infant and provide an affirmative defense in the criminal and civil statutes to any parent who is prosecuted as a result of leaving an infant with these personnel. Hospital and rescue squad staffs are still expected to report these instances of child abandonment and the LDSS is required to respond to these reports of child abandonment. Even though these statutes allow an affirmative defense for a parent abandoning her infant under certain conditions, this action still meets the definition of abandonment for a CPS response. If a removal is conducted under these circumstances, the conditions for removal should be documented as "safe haven" in the child welfare information system.

2.4.2.2 Inadequate supervision

The child has been left in the care of an inadequate caretaker or in a situation requiring judgment or actions greater than the child's level of maturity, physical condition, and/or mental abilities would reasonably dictate. Inadequate supervision includes minimal care or supervision by the caretaker resulting in placing the child in jeopardy of sexual or other exploitation, physical injury, or results in status offenses, criminal acts by the child, or alcohol or drug abuse.

Inadequate supervision includes when a caretaker of the child allows, encourages or engages in sex trafficking of the child.

2.4.2.3 Inadequate clothing

Failure to provide appropriate and sufficient clothing for environmental conditions or failure to provide articles of proper fit that do not restrict physical growth and normal activity.

2.4.2.4 Inadequate shelter

Failure to provide protection from the weather and observable environmental hazards, which have the potential for injury or illness, in and around the home.

2.4.2.5 Inadequate personal hygiene

Failure to provide the appropriate facilities for personal cleanliness to the extent that illness, disease or social ostracism has occurred or may occur. In the case of a young child, the caretaker must not only provide such facilities but also make use of them for the child.

2.4.2.6 Inadequate food

Failure to provide and ensure an acceptable quality and quantity of diet to the extent that illness, disease, developmental delay, or impairment has occurred or may result.

2.4.2.7 Malnutrition

Chronic lack of necessary or proper nutrition in the body caused by inadequate food, lack of food, or insufficient amounts of vitamins or minerals. This condition requires a medical diagnosis.

2.4.2.8 Knowingly leaving a child with a person required to register as violent sex offender

The following three elements are required for this type of physical neglect:

- The parent has knowingly left the child alone with a person not related by blood or marriage.
- That person has been convicted of an offense against a minor.
- That person is required to register as a violent sexual offender pursuant to the Code of Virginia [§ 9.1-902](#).

Some of the offenses for which registration as a violent sexual offender include:

- Abduction with intent to defile.
- Rape.
- Forcible sodomy.
- Object sexual penetration.

- Aggravated sexual battery.
- Sexual battery where the perpetrator is 18 years of age or older and the victim is under the age of six.
- Taking indecent liberties with children.
- Taking indecent liberties with child by person in custodial or supervisory relationship.

In addition, the Code of Virginia requires registration as a violent sexual offender of persons who have committed certain offenses multiple times.

To determine if the report should be validated for this type of physical neglect, the CPS worker must determine if the person is required to register as a violent sexual offender on the [Virginia State Police Sex Offender and Crimes Against Minors Registry](#). This registry provides a complete list of offenses and the specific section of the Code of Virginia for which registration as a sex offender is required. Each registered offender's web profile will identify the person as either a Violent Sexual Offender or Sexual Offender. In this definition, the alleged abuser is the child's parent or other caretaker who has left the child with a person, not related by blood or marriage, required to register as a violent sex offender.

If the allegations do not meet this specific definition of physical neglect/leaving child with a known sex offender, the LDSS should evaluate the information to determine if the report should be validated as physical neglect/inadequate supervision by the child's parent or guardian. A child may still be at risk of abuse or neglect by a person who is required to register on the Sex Offender and Crimes Against Minors Registry, but who is not identified as a violent sex offender or who is related to the child by blood or marriage.

If in the course of responding to the physical neglect report, there is reason to suspect the child has been sexually abused, the local worker must enter a separate CPS referral into the child welfare information system for the sex abuse allegation, the alleged abuser and victim. Refer to Section 3, Complaints and Reports, for new allegations in an existing referral. Sexual abuse complaints shall be placed in the Investigation Track.

2.4.2.9 Failure to thrive

([22 VAC 40-705-30 B 2 a](#)). Failure to thrive occurs as a syndrome of infancy and early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation.

([22 VAC 40-705-30 B 2 b](#)). Failure to thrive can only be diagnosed by a physician and is caused by nonorganic factors.

Failure to thrive describes several conditions in infants and children. Failure to thrive can be caused by a number of medical problems. In some children, failure to thrive can be caused by extreme neglect. Failure to thrive describes the malnourished and depressed condition of infants, implying not only growth deficits, but also disorders of behavior and development. Failure to thrive is classified as organic failure to thrive or nonorganic failure to thrive. Only nonorganic failure to thrive is considered to be a type of physical neglect or mental neglect. For a further discussion about failure to thrive, see [Appendix B: Failure to Thrive Syndrome](#).

2.4.2.10 Labor trafficking

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a child for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

2.4.2.11 Other physical neglect

Most types of physical neglect a child has suffered can be defined in one of the above types. However, if the child has suffered a type of physical neglect that is not one of the above specified types, the CPS worker may document the type as Other Physical neglect and specifically describe the type of physical neglect.

2.4.3 Family poverty and lack of resources

([22 VAC 40-705-30 B](#)). In situations where the neglect is the result of family poverty and there are no outside resources available to the family, the parent or caretaker shall not be determined to have neglected the child; however, the local department may provide appropriate services to the family.

The LDSS should not render a founded disposition of physical neglect when the neglect resulted from poverty and a lack of available resources. If the neglect resulted from poverty, then the LDSS may provide services in lieu of making a founded disposition. However, in situations where resources are available, a founded disposition may be warranted if, after appropriate services are offered, the caretakers still refuse to accept.

2.4.3.1 Multiple occurrences or one-time incident

([22 VAC 40-705-30 B1](#)). Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety.

2.5 Medical neglect

2.5.1 Statutory and regulatory definition

The statutory foundation for the definition of medical neglect can be found in the Code of Virginia [§ 63.2-100](#). The regulatory definition of medical neglect is within the definition of physical neglect as follows:

([22 VAC 40-705-30 B3](#)). Physical neglect may include medical neglect.

- a. Medical neglect occurs when there is the failure by the caretaker to obtain and or follow through with a complete regimen of medical, mental or dental care for a condition that if untreated could result in illness or developmental delays. However a decision by parents or other persons legally responsible for the child to refuse a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if (i) such decision is made jointly by the parents or other person legally responsible for the child and the child; (ii) the child has reached 14 years of age and is sufficiently mature to have an informed opinion on the subject of his medical treatment; (iii) the parents or other person legally responsible for the child and the child have considered alternative treatment options; and (iv) the parents or other person legally responsible for the child and the child believe in good faith that such decision is in the child's best interest.
- b. Medical neglect also includes withholding of medically indicated treatment.

Parents and caretakers have a legal duty to support and maintain their children, including the provision of necessary medical care. Preventive health care, such as obtaining immunizations and well-baby check-ups, is a matter of parental choice. Failure to obtain preventive health care for children does not constitute medical neglect.

2.5.2 Types of medical neglect

Medical neglect includes the caretaker failing to obtain immediate necessary medical, mental or dental treatment or care for a child. Medical neglect also includes when the caretaker fails to provide or allow necessary emergency care in accordance with recommendations of a competent health care professional.

2.5.2.1 Emergency medical care or treatment

Medical neglect includes a caretaker failing to obtain necessary emergency care or treatment. Cases of acute illness are usually considered emergencies. The clearest examples involve life-saving medical care or treatment for a child.

Other examples include parents refusing to allow a blood transfusion to save a child in shock, or parents refusing to admit a severely dehydrated child to the

hospital. Medical neglect includes any life-threatening internal injuries and the parents or caretakers do not seek or provide medical treatment or care. Additional examples include, but are not limited to, situations where the child sustains a fracture, a severe burn, laceration, mutilation, maiming, or the ingestion of a dangerous substance and the caretaker fails or refuses to obtain care or treatment.

2.5.2.2 Necessary medical care or treatment

Medical neglect includes a caretaker failing to provide or allow necessary treatment or care for a child medically at risk with a diagnosed disabling or chronic condition, or disease. Such cases may involve children who will develop permanent disfigurement or disability if they do not receive treatment. Examples include children with congenital glaucoma or cataracts, which will eventually develop into blindness if surgery is not performed; a child born with a congenital anomaly of a major organ system.

Another example: Caretaker fails to provide or allow necessary treatment or care for a child medically diagnosed with a disease or condition. Diseases or conditions include, but are not limited to, those requiring continual monitoring, medication or therapy, and are left untreated by the parents or caretakers. Children at greatest medical risk are those under the care of a sub-specialist.

For example, a child has a serious seizure disorder and parents refuse to provide medication; parents' refusal places child in imminent danger. Another example: When a child with a treatable serious chronic disease or condition has frequent hospitalizations or significant deterioration because the parents ignore medical recommendations.

2.5.2.3 Necessary dental care or treatment

Medical neglect includes a caretaker's failure to provide or allow necessary dental treatment or care for a child. Necessary dental care does not include preventive dental care.

2.5.2.4 Necessary mental care or treatment

Medical neglect includes a caretaker's failure to provide or allow necessary mental treatment or care for a child who may be depressed or at risk for suicide.

2.5.2.5 Other medical neglect

Most types of medical neglect a child may suffer can be defined in one of the above types. However, if the child has suffered a type of medical neglect that is not one of the above specified types, the CPS worker may document the type as Other Medical Neglect and specifically describe the type of medical neglect.

2.5.3 Factors to consider when determining if medical neglect definition met

It is the parent's responsibility to determine and obtain appropriate medical, mental and dental care for a child. What constitutes adequate medical treatment for a child must be decided on its own particular facts. The focus of the CPS response is whether the caretaker failed to provide medical treatment and whether the child was harmed or placed at risk of harm as a result of the failure. Cultural and religious child-rearing practices and beliefs that differ from general community standards should not be considered a basis for medical neglect, unless the practices present a specific danger to the physical or emotional safety of the child.

2.5.3.1 Treatment or care must be necessary

The statutory definition of medical neglect requires that the caretaker neglects or refuses to provide necessary care for the child's health. Therefore, the LDSS must establish that the caretaker's failure to follow through with a complete regimen of medical, mental, or dental care for a child was necessary for the child's health. The result of the caretaker's failure to provide necessary care could be illness or developmental delays.

The challenging issue is determining when medical care is necessary for the child's health. Obviously, life-saving medical treatment is necessary and falls within the definition. However, when parents or caretakers refuse medical care that is important to their child's well-being but is not essential to life, the issue becomes more complicated in determining whether the medical care is necessary.

2.5.3.2 Parent refuses treatment for life-threatening condition

Pursuant to the Code of Virginia [§ 63.2-100](#), a parent's decision to refuse a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care when all the following conditions are met:

- The decision is made jointly by the child and the parents or other person legally responsible for the child.
- The child has reached 14 years of age and sufficiently mature to have an informed opinion on the subject of his medical treatment.
- The child and the parents or other person legally responsible for the child have considered alternative treatment options.
- The child and the parents or other person legally responsible for the child believe in good faith that such decision is in the child's best interest.

([22 VAC 40-705-10](#)). “Particular medical treatment” means a process or procedure that is recommended by conventional medical providers and accepted by the conventional medical community.

“Sufficiently mature” is determined on a case-by-case basis and means that a child has no impairment of his cognitive ability and is of a maturity level capable of having intelligent views on the subject of his health condition and medical care.

“Informed opinion” means that the child has been informed and understands the benefits and risks, to the extent known, of the treatment recommended by conventional medical providers for his condition and the alternative treatment being considered as well as the basis of efficacy for each, or lack thereof.

“Alternative treatment options” means treatments used to prevent or treat illnesses or promote health and well-being outside the realm of modern conventional medicine.

“Life-threatening condition” means a condition that if left untreated more likely than not will result in death and for which the recommended medical treatments carry a probable chance of impairing the health of the individual or a risk of terminating the life of the individual.

2.5.4 Child under alternative treatment

([22 VAC 40-705-30 B-3b\(1\)](#)). A child who, in good faith, is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall not for that reason alone be considered a neglected child in accordance with [§ 63.2-100](#) of the Code of Virginia,

The Code of Virginia provides that no child shall be considered an abused or neglected child only for the reason that the child is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination. The religious exemption to a founded disposition of child abuse or neglect mirrors the statute providing a religious defense to criminal child abuse and neglect.⁷ This exemption means that a founded disposition cannot be based only upon the religious practices of the parents or caretakers. A founded disposition can be rendered for other reasons. For example, if the parent caused the injury in the first place, the religious exemption would not apply. The religious exemption to a founded disposition of abuse or neglect is designed to protect a family’s

⁷ See Code of Virginia [§ 18.2-371.1 C](#). Any parent, guardian or other person having care, custody, or control of a minor child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall not, for that reason alone, be considered in violation of this section.

right to freedom of religion. The religious exemption statute is not to provide a shield for a person to abuse or neglect a child.⁸

Should there be a question concerning whether a child is under the treatment in accordance with a tenet or practice of a recognized church or religious denomination, the LDSS should seek the court's assistance. The court should decide whether the parent or caretaker is adhering to religious beliefs as the basis for refusal of medical or dental treatment.

2.5.5 Medical neglect of infants with life-threatening conditions

The VAC [22 VAC 40-705-30 B3b\(2\)](#) states that medical neglect includes withholding of medically indicated treatment. The definition section of [22 VAC 40-705-10](#) et seq. defines withholding of medically indicated treatment as specific to infants. When conducting an investigation involving an infant deprived of necessary medical treatment or care, the LDSS must be aware of the ancillary definitions and guidance requirements.

[\(22 VAC 40-705-10\)](#). "Withholding of medically indicated treatment" means the failure to respond to the infant's life-threatening condition by providing treatment (including appropriate nutrition, hydration, and medication) which in the treating physician's or physicians' reasonable medical judgment will be most likely to be effective in ameliorating or correcting all such conditions.

This definition applies to situations where parents do not attempt to get a diagnosis even when the child's symptoms are severe and observable.

2.5.5.1 Withholding of medically indicated treatment when treatment is futile

[\(22 VAC 40-705-30 B3b\(2\)\)](#). For the purposes of this chapter, "withholding of medically indicated treatment" does not include the failure to provide treatment (other than appropriate nutrition, hydration, or medication) to an infant when in the treating physician's or physicians' reasonable medical judgment:

- (a) The infant is chronically and irreversibly comatose;
- (b) The infant has a terminal condition and the provision of such treatment would
 - (i) merely prolong dying;
 - (ii) not be effective in ameliorating or correcting all of the infant's life-threatening conditions;
 - (iii) otherwise be futile in terms of the survival

⁸ The United States Supreme Court held in 1944 that "parents may be free to become martyrs themselves. But it does not follow that they are free, in identical circumstances, to make martyrs of their children before they can reach the age of full and legal discretion when they can make that choice for themselves." *Prince v. Massachusetts*, 321 U.S. 158, 170 (1944).

of the infant; or (iv) be virtually futile in terms of the survival of the infant and the treatment itself under such circumstances would be inhumane.

2.5.5.2 Definitions of chronically and irreversibly comatose and terminal condition

(22 VAC 40-705-10). “Chronically and irreversibly comatose” means a condition caused by injury, disease or illness in which a patient has suffered a loss of consciousness with no behavioral evidence of self-awareness or awareness of surroundings in a learned manner other than reflexive activity of muscles and nerves for low-level conditioned response and from which to a reasonable degree of medical probability there can be no recovery.

(22 VAC 40-705-10). “Terminal condition” means a condition caused by injury, disease or illness from which to a reasonable degree of medical probability a patient cannot recover and (i) the patient’s death is imminent or (ii) the patient is chronically and irreversibly comatose.

2.6 Mental abuse or mental neglect

2.6.1 Statutory and regulatory authority

The Code of Virginia § [63.2-100](#) defines abused or neglected child. The Virginia Administrative Code defines mental abuse or neglect.

(22 VAC 40-705-30 C). Mental abuse or neglect occurs when a caretaker creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a mental injury by other than accidental means or creates a substantial risk of impairment of mental functions.

2.6.2 Caretaker’s actions or omissions

(22VAC 40-705-30 C1). Mental abuse or mental neglect includes acts or omissions by the caretaker resulting in harm to a child's psychological or emotional health or development.

As a result of the caretaker's action or inaction, the child demonstrates or may demonstrate psychological or emotional dysfunction.

Mental abuse or mental neglect may result from caretaker actions or inactions such as: overprotection, ignoring, indifference, rigidity, apathy, chaotic lifestyle, or other behaviors related to the caretaker's own mental problems.

Mental abuse or mental neglect may result from caretaker behavior, which is rejecting, chaotic, bizarre, violent, or hostile. Such behavior may include bizarre discipline.

Bizarre discipline means any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or devices to modify the child's behavior. The consequence for the child may be mental injury or the denial of basic physical necessities or the threat of mental injury or denial of basic physical necessities.

Mental abuse or mental neglect includes the caretaker verbally abusing the child resulting in mental dysfunction. The caretaker creates a climate of fear, bullies and frightens the child. The caretaker's actions include patterns of criticizing, intimidating, humiliating, ridiculing, shouting or excessively guilt producing. Such behavior by the caretaker may result in demonstrated dysfunction by the child or the threat of harm to the child's mental functioning.

Mental abuse or mental neglect may also include incidents of domestic violence (DV) when the DV may result in demonstrated dysfunction by the child or the threat of dysfunction in the child's mental functioning. Additional information on DV and child welfare can be located in [Chapter H. of the Child and Family Services Manual](#).

2.6.3 Documentation required for mental abuse or mental neglect

([22VAC40-705-30 C2](#)). Documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction demonstrated by the child is required in order to make a founded disposition.

When making a founded disposition of mental abuse or mental neglect, the CPS worker shall obtain documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction demonstrated by the child or the threat of mental dysfunction in the child. Documentation may include psychiatric evaluations or examinations, psychological evaluations or examinations, written summaries and letters. Documentation may be authored by psychiatrists, psychologists, Licensed Professional Counselors (L.P.C.), Licensed Clinical Social Workers (L.C.S.W.), or any person acting in a professional capacity and providing therapy or services to a child or family in relationship to the alleged mental abuse. An employee of the LDSS may not serve as both the CPS investigator and the professional who documents mental abuse or mental neglect.

Failure to thrive describes several conditions in infants and children. Failure to thrive can be caused by a number of medical problems. In some children, failure to thrive can be caused by extreme neglect. Failure to thrive describes the malnourished and depressed condition of infants, implying not only growth deficits, but also disorders of behavior and development.

Failure to thrive is classified as organic failure to thrive or nonorganic failure to thrive. Only nonorganic failure to thrive is considered to be a type of physical neglect or mental neglect. For a further discussion about failure to thrive, see [Appendix B: Failure to Thrive Syndrome](#).

2.6.4 Organic failure to thrive

Failure to thrive is used to designate growth failure both as a symptom and as a syndrome.⁹ As a symptom, it occurs in early childhood with a variety of acute or chronic illnesses that are known to interfere with normal nutrient intake, absorption, metabolism, or excretion, or to result in greater-than-normal energy requirements to sustain or promote growth. In these instances, it is referred to as organic failure to thrive and is not considered to be a child abuse or neglect.

2.6.5 Nonorganic failure to thrive

(22 VAC 40-705-30 C3). Mental Abuse or neglect may include failure to thrive.

a. Failure to thrive occurs as a syndrome of infancy and early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation.

b. Failure to thrive can only be diagnosed by a physician and is caused by nonorganic factors.

Nonorganic failure to thrive is considered to be physical neglect or mental abuse or neglect. Nonorganic failure to thrive most commonly refers to growth failure in the infant or child who suffers from environmental neglect or stimulus deprivation¹⁰. Nonorganic failure to thrive generally indicates the absence of a physiologic disorder sufficient to account for the observed growth deficiency.

Most children with nonorganic failure to thrive will manifest growth failure before one year of age, and in many children growth failure will become evident by 6 months of age. Nonorganic failure to thrive may be due to impoverishment, poor understanding of feeding techniques, improperly prepared formula, or inadequate supply of breast milk. Nonorganic failure to thrive is an interactional disorder in which parental expectations, parental skills and the home environment are intertwined with the child's development.¹¹ If left untreated, failure to thrive can lead to restricted growth and mental development. In extreme cases, it can be fatal.

⁹ Berkow, M.D., Robert, Andrew J. Fletcher, M.B., Mark H. Beers, M.D., and Anil R. Londhe, Ph.D., Internet Edition-The Merck Manual, *Section 15, Pediatrics and Genetics, 191. Developmental Problems*, (17th ed. 1992).

¹⁰ Id.

¹¹ Monteleone, Dr. James A., and Dr. Armand E. Brodeur, *Child Maltreatment: A Clinical Guide and Reference*, 14-16 (G.W. Medical Publishing 1994).

2.6.5.1 Establish nexus with caretaker's action or inaction and the nonorganic failure to thrive

When making a disposition, the CPS worker must establish a link between the caretaker's actions or inactions and the fact that the child suffers from nonorganic failure to thrive.

When responding to an allegation of failure to thrive, the LDSS should consider whether the caretaker sought accredited medical assistance and was aware of the seriousness of the child's affliction. The LDSS should consider whether the parents or caretakers provided an acceptable course of medical treatment for their child in light of all the surrounding circumstances.

2.7 Sexual abuse

2.7.1 Statutory and regulatory definition

The Code of Virginia [§ 63.2-100](#) defines abuse and neglect.

([22 VAC 40-705-30 D](#)). Sexual abuse occurs when the child's caretaker commits or allows to be committed any act of sexual exploitation, including sex trafficking as defined in [22VAC 40-705-10](#) or any sexual act upon a child in violation of the law.

The above regulatory definition includes any sexual act upon a child that violates the Code of Virginia. Although there is a definition of criminal sexual abuse in [§ 18.2-67.10 6](#), the CPS worker should consult with the local Commonwealth's Attorney or law enforcement. For a discussion about physical evidence and child sexual abuse, please see [Appendix D: Sexual abuse](#).

2.7.2 Types of sexual abuse

All valid CPS sexual abuse reports shall be investigated. The types of sexual abuse include but are not limited to:

2.7.2.1 Sexual exploitation

Sexual exploitation includes but is not limited to:

- The caretaker of the child allowing, permitting or encouraging a child to engage in prostitution as defined by the Code of Virginia.
- The caretaker of the child allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming, or depicting of a child engaging in any sexual act as defined by the Code of Virginia.

2.7.2.2 Other sexual abuse

Most types of sexual abuse a child may suffer can be defined in one of the specified types. However, if the child has suffered a type of sexual abuse that is not one of the specified types, the CPS worker may document the type as Other Sexual Abuse and specifically describe the type of sexual abuse. Other sexual abuse may include, but is not limited to:

- Indecent solicitation of a child or explicit verbal or written enticement for the purpose of sexual arousal, sexual stimulation or gratification.
- Exposing the male or female genitals, pubic area or buttocks, the female breast below the top of the nipple, or the depiction of covered or uncovered male genitals in a discernibly turgid state to a child for the purpose of sexual arousal or gratification.
- Forcing a child to watch sexual conduct.
- "Sexual conduct" includes actual or explicitly simulated acts of masturbation, sodomy, sexual intercourse, bestiality, or physical contact in an act of apparent sexual stimulation or gratification with a person's clothed or unclothed genitals, pubic area, buttocks, or breast.
- Pursuant to [§ 18.2-370.6](#) of the Code of Virginia, French kissing a child younger than 13 years of age by an adult caretaker.

2.7.2.3 Sexual molestation

Sexual molestation means an act committed with the intent to sexually molest, arouse, or gratify any person, including, but not limited to:

- The caretaker intentionally touches the child's intimate parts or clothing directly covering such intimate parts.
- The caretaker forces the child to touch the caretaker's, the child's or another person's intimate parts or clothing directly covering such intimate parts.
- The caretaker forces another person to touch the child's intimate parts or clothing directly covering such intimate parts. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person.
- The caretaker causes or assists a child under the age of 13 to touch the caretaker's, the child's own, or another person's intimate parts or material directly covering such intimate parts.

2.7.2.4 Intercourse and sodomy

Intercourse or sodomy includes acts commonly known as oral sex (cunnilingus, anilingus, and fellatio), anal penetration, vaginal intercourse, and inanimate object penetration.

2.7.2.5 Sex Trafficking

The caretaker of the child allowing, encouraging or engaging in sex trafficking of the child.

([22VAC40-705-10](#)). “Sex trafficking” means the recruitment, harboring, transportation, provision, obtaining, patronizing or soliciting of a person for the purpose of a commercial sex act as defined in [§ 18.2-357.1](#) of the Code of Virginia.

Severe forms of trafficking means sex trafficking in which a commercial sex act is induced by force, fraud or coercion or in which the person induced to perform such act is less than 18 years of age. According to federal law, any minor under 18 years of age engaging in commercial sex is a victim of sex trafficking, regardless of the presence of force, fraud or coercion.

2.7.3 Establishing sexual gratification or arousal

To make a founded disposition of sexual abuse in some cases, the LDSS may be required to establish sexual gratification or arousal. It may not be necessary to prove actual sexual gratification, including but not limited to that one of the parties achieved sexual gratification. However, it may be necessary to establish that the act committed was for the purpose of sexual gratification. The VAC does not specify which party (the perpetrator or the alleged victim child) needs to be the party intended to be sexually gratified.

In some cases there will be physical evidence of sexual gratification, including but not limited to the presence of semen. Sexual gratification or arousal may be inferred by the totality of the circumstances surrounding the alleged act.¹² Sexual gratification

¹² For example, in *McKeon V. Commonwealth*, 211 Va. 24, 175 S.E.2d 282 (1970), the Virginia Supreme Court held that a man who exposed his genitals to a child 35 feet away did not violate Va. Code '18.1-214 (1950). The defendant claimed that he had a robe on, and that, although there was a breeze, he did not believe his private parts became exposed. The child alleged that the man was standing on his porch smiling with his hands on his hips and his genitals exposed. The Court said that, even accepting the child's testimony as true, the Commonwealth failed to prove lascivious intent:

[T]here is no evidence that the defendant was sexually aroused; that he made any gestures toward himself or to her, that he made any improper remarks to her; or that he asked her to do anything wrong. The fact that defendant told [the victim] to turn around and that he was smiling at the time, when she was 35 feet away from him, is not proof beyond a reasonable doubt that he knowingly and intentionally exposed himself with lascivious intent.

may be established by considering the act committed and the alleged abuser's explanation or rationale for the act.¹³ The act itself may be probative of the caretaker's intent to arouse or sexually gratify.¹⁴ It may be helpful to consider the definition of lascivious intent or intent to defile, since establishing lascivious intent or intent to defile is necessary in many child sexual abuse criminal offenses.¹⁵ When attempting to show that an act committed was for the purpose of sexual gratification, the LDSS must consider the evidence in its totality.

In McKeon V. Commonwealth, the Court looked for another evidence indicating that the alleged perpetrator intentionally exposed himself to the child and found none. If the alleged perpetrator had made any comments or actions to the child suggesting that the child look at his exposed genitals, then the court may have held differently. If the alleged perpetrator had been sexually aroused and exposed himself directly to the child, the court may have sustained the conviction. However, in Campbell v. Commonwealth 227 Va. 196, 313 SE.2d 402 (1984), the court found the evidence that the perpetrator gestured to an eight-year-old girl 87 feet away from him, pulled his pants down to his knees, then gestured again was sufficient to establish lascivious intent.

¹³ For example, in Walker v. Commonwealth 12 Va. App. 438, 404 S.E.2d 394 (1991), the court found the evidence sufficient to establish criminal intent in defendant's touching the vagina of a seven-year-old daughter of his girlfriend even though he claimed to be touching her to determine if she and some boys in the neighborhood had been touching each other. The court found the alleged perpetrator's explanation for touching the child's vaginal area to be woefully unsatisfactory.

¹⁴ In some investigations, evidence establishing the act will be sufficient, in and of itself, to establish sexual gratification or arousal. For example, in Moore v. Commonwealth, 222 Va. 72, 77, 278 S.E.2d 822, 825 (1981), the court found the evidence establishing that the perpetrator touched his penis to the child's buttocks was sufficient to show defendant's lascivious intent.

¹⁵ Lascivious is defined as "tending to excite; lust; lewd; indecent; obscene." Black's Law Dictionary 897, (8th ed. 2004). Defile is defined as "4. To morally corrupt (someone). 5. *Archaic*. To debauch (a person); to deprive (a person) of chastity." Black's Law Dictionary 455 (8th ed. 2004)

2.8 Appendix A: Battered Child Syndrome

Battered Child Syndrome refers to “a constellation of medical and psychological conditions of a child who has suffered continuing injuries that could not be accidental and are therefore presumed to have been inflicted by someone close to the child, usually a caregiver. Diagnosis typically results from a radiological finding of distinct bone trauma and persistent tissue damage caused by intentional injury, such as twisting or hitting with violence.”¹⁶ The battered child syndrome “exists when a child has sustained repeated and/or serious injuries by non-accidental means.”¹⁷

Obvious physical signs are cuts, bruises, broken bones, or burns. Although all of these injuries can easily be caused by accidents, examinations of battered children usually find that the injuries are not compatible with the account of the accident. The exam may reveal evidence of past injuries as well. Often, the perpetrator is careful to avoid areas of the child’s body that are open to view, such as the head and arms. Subsequently, teachers, friends, and others who come into contact with the child may never suspect there is a problem unless they are aware of specific behaviors commonly exhibited by battered children. Watch for surreptitious or manipulative behavior, limited impulse control, angry outbursts, and poor judgment as to what is safe or unsafe. The child may become withdrawn, use drugs or alcohol, do poorly in school, and seem to have no focus or purpose.¹⁸

¹⁶ Black’s Law Dictionary, 172 (9th ed. 2009).

¹⁷ *Estelle v. McGuire*, 502 U.S. 62 (1991).

¹⁸ UCSO Healthcare, *Health Guide* “Battered Child Syndrome.”

2.9 Appendix B: Failure to thrive syndrome

2.9.1 Organic and nonorganic failure to thrive

Failure to thrive syndrome describes the malnourished and depressed condition of infants, implying not only growth deficits, but also disorders of behavior and development.

2.9.1.1 Organic failure to thrive

Failure to thrive is used to designate growth failure both as a symptom and as a syndrome. As a symptom, it occurs in patients with a variety of acute or chronic illnesses that are known to interfere with normal nutrient intake, absorption, metabolism, or excretion, or to result in greater-than-normal energy requirements to sustain or promote growth. In these instances, it is referred to as organic FTT.

2.9.1.2 Nonorganic failure to thrive

Nonorganic failure to thrive is an interactional disorder in which parental expectations, parental skills, and the resulting home environment are intertwined with the child's developmental capabilities. Since the mother is the primary caretaker in most families, this syndrome has been associated with maternal deprivation (see physical neglect-failure to thrive definition) and/or emotional abuse. It is characterized by physical and developmental retardation associated with a dysfunctional mother – infant relationship. Nonorganic failure to thrive involves the parents' failure to provide nurturance and attachment to the child.

When the term is used to designate a syndrome, it most commonly refers to growth failure in the infant or child who suffers from environmental neglect or stimulus deprivation. It is then designated nonorganic failure to thrive, indicating the absence of a physiological disorder sufficient to account for the observed growth deficiency.

2.9.1.3 Mixed etiology

Using the most restrictive definition, only those children who were full-term and normally grown at birth and who, by careful investigation, have no congenital or acquired illness are included in the group designated Nonorganic failure to thrive. Organic failure to thrive and nonorganic failure to thrive are not mutually exclusive. There can be children who have growth failure of mixed etiology. This mixed etiology group includes children who were born prematurely but have evidence of disproportionate growth failure in later infancy; children who have or have had some defect that cannot sufficiently explain the current growth failure (e.g., successful cleft palate repair in the past); and children who are frustrating (e.g., because of a neurologically impaired suck) or extremely aversive (e.g., because of a deformity) to the care giver.

2.9.1.4 Inadequate causes

In failure to thrive of any etiology, the physiological basis for impaired growth is inadequate nutrition to support weight gain. In nonorganic failure to thrive, lack of food may be due to impoverishment, poor understanding of feeding techniques, improperly prepared formula, or inadequate supply of breast milk.

The psychological basis for nonorganic failure to thrive appears to be similar to that seen in hospitals, a syndrome observed in infants kept in sterile environments who suffer from depression secondary to stimulus deprivation. The non-stimulated child becomes depressed, apathetic, and ultimately anorexic. The unavailability of the stimulating person (usually, the mother) may be secondary to that person's own depression, poor parenting skills, anxiety in or lack of fulfillment from the caretaking role, sense of hostility toward the child, or response to real or perceived external stresses (demands of other children, marital dysfunction, a significant loss, or financial difficulties).

Nonorganic failure to thrive may be considered the result of a disordered interaction between mother and child in which the child's temperament, capacities, and responses help shape maternal nurturance patterns. Failure to thrive is not necessarily the effect of poor care giving by an inadequate or troubled mother. Nonorganic failure to thrive can be the result of a variety of interactional disorders ranging from the severely disturbed or ill child, whose care poses a major challenge to even the most competent parent, to the potentially most undemanding and compliant child being cared for by a mentally ill parent without adequate social, emotional, financial, cognitive, or physical resources. Within these extremes are maternal-child "misfits" in which the demands of the child, although not pathologic, cannot be adequately met by the mother, who might, however, do well with a child of different needs or even with the same child but under different life circumstances.

2.9.2 Characteristics of failure to thrive

2.9.2.1 Appearance

- Short stature (height and weight consistently fall below the third percentile on the Standard Growth Chart).
- Unusually thin.
- Infantile proportions.
- Potbelly (with episodes of diarrhea).
- Skin dull, pale, and cold.

- Limbs pink or purple, cold and mottled.
- Edema of the feet, legs, hands, and forearms.
- Poor skin care, excoriations, abrasions, and ulcers.
- Sparse, dry hair with patches of alopecia (hair loss).
- Dejection (avoid personal contact) and apathy (avoid eye contact).
- May have bruises, small cuts, burns, or scars (appear to be insensitive to pain and have self-inflicted injuries).

2.9.2.2 Behavior

- Passive with or without catatonia.
- Rocking or head banging.
- Retarded speech and language.
- Delayed development.
- Solitary and unable to play.
- Insomnia and disrupted sleep.
- Easily bullied.
- Gorging food and scavenging from garbage cans, wastebaskets, toilet bowl, or dog/cat dish.

Note: During their convalescent stay in a hospital, they have marked growth spurts that relapse as soon as they return to their home environment.

2.9.2.3 Progress in the hospital

- Rapid recover of growth and liveliness.
- Slower progress with speech and language.
- Affection seeking, but may be casual or indiscriminate.
- Attention seeking.
- Severe tantrums at the slightest frustration.

- Rocking and head banging when upset.
- Continues to want to eat and drink more than can reasonably consume and may scavenge food.

2.9.2.4 Long-term behaviors

- Speech and language immaturity.
- Gorging of food that may last six months or more.
- Restlessness with short attention span.
- Rocking and head banging if stressed.
- Difficulties with peer group and learning in school.
- Soiling and wetting (encopresis and enuresis).
- Stealing and lying.
- Tantrums and aggression.

2.9.2.5 Investigating allegation involving suspected failure to thrive syndrome

Nonorganic failure to thrive requires a medical diagnosis. Organic failure to thrive has to be ruled out. During the investigation, the worker should gather as much information as possible about the child and pass it on to the examining physician.

2.9.2.5.1 Basis of medical diagnosis

Engaging the parents in the search for the basis of the problem and its treatment is essential and helps to foster their self-esteem. This avoids blaming those who may already feel frustrated or guilty because of an inability to perform the most basic of parental roles—adequate nurturance of their child. The family should be encouraged to visit as often and as long as possible. They should be made to feel welcome and the staff should support their attempts to feed the child, provide toys as well as ideas that promote parent-child play and other interactions, and avoid any comments that state or imply parental inadequacy, irresponsibility, or other fault as the cause of the failure to thrive.

2.9.2.5.2 Child's growth history

The growth chart, including measurements obtained at birth if possible, should be examined to determine the child's trend in growth rate. Except in severe cases where malnutrition is obvious, the diagnosis of FTT should not be based on a single measurement, because of the wide variations existing in the normal population.

2.9.2.5.3 The child's dietary history

A detailed dietary history is essential, including techniques for preparation and feeding of formula or adequacy of breast milk supply, and feeding schedule. Observation of the primary care givers feeding the infant to evaluate their technique as well as the child's vigor of sucking should be undertaken as soon as possible. Fatigue after consumption may indicate underlying exercise intolerance; enthusiastic burping or rapid rocking during feeding may result in excessive spitting up or even vomiting; disinterest on the part of the care giver may be a sign of depression or apathy, indicating a psychosocial environment for the infant that is devoid of stimulation and interaction.

An assessment of the child's elimination pattern to determine abnormal losses through urine, stool, or emesis should be undertaken to investigate underlying renal disease, a malabsorption syndrome, pyloric stenosis, or gastro esophageal reflux.

2.9.2.5.4 Past medical history

Past medical history inquiries should be directed toward evidence of delayed intrauterine growth or prematurity with uncompensated growth delay; of unusual, prolonged, or chronic infection; of neurologic, cardiac, pulmonary, or renal disease; or of possible food intolerance.

2.9.2.5.5 Family history

The family history should include information about familial growth patterns, especially in parents and siblings; the occurrence of diseases known to affect growth (e.g., cystic fibrosis); or recent physical or psychiatric illness that has resulted in the infant's primary care giver being unavailable or unable to provide consistent stimulation and nurturance.

2.9.2.5.6 Social history

The social history should include attention to family composition; socioeconomic status; desire for this pregnancy and acceptance of the child; parental depression; and any stresses such as job changes, family moves,

separation, divorce, deaths, or other losses. Infants in large or chaotic families or infants who are unwanted may be relatively neglected because of the demands of other children, life events, or parental apathy; financial difficulties may result in over dilution of formula to “stretch” the meager supply; breast-feeding mothers who are under stress or are poorly nourished themselves may have decreased milk production.

2.9.2.5.7 Physical examination

Physical examination should include careful observation of the child’s interaction with individuals in the environment and evidence of self-stimulatory behaviors (rocking, head banging). Children with Nonorganic FTT have been described as hyper vigilant and wary of close contact with people, preferring interactions with inanimate objects if they are interactive at all. Although Nonorganic FTT is more consistent with neglectful than abusive parenting, the child should be examined carefully for any evidence of abuse. A screening test of developmental level should be performed and followed up with a more sophisticated development assessment if indicated.

2.9.3 Bibliography

The Merck Manual. Pediatrics and Genetics, Section 15. (16th ed. 1992). The Seventeenth Edition of the Merck Manual will be available in early 1998).

Bennett, S. Failure to Thrive, *Pediatric Child Health* 1(3):206-210, 1996.

Monteleone, J., & Brodeur, A. *Child Maltreatment: A Clinical Guide and Reference*, 159 (G.W. Medical Publishing 1994).

2.10 Appendix C: Munchausen syndrome by proxy

Munchausen syndrome by proxy in adults is “a condition characterized by habitual presentation for hospital treatment of an apparent acute illness, the patient giving a plausible and dramatic history, all of which is false.”¹⁹ “Munchausen syndrome by proxy occurs when a parent or guardian falsifies a child’s medical history or alters a child’s laboratory test or actually causes an illness or injury in a child in order to gain medical attention for the child which may result in innumerable harmful hospital procedures.”²⁰ Munchausen syndrome by proxy involves an apparent deeply caring caretaker who repeatedly fabricates symptoms or provokes actual illnesses in her helpless infant or child.

Maybe the most important aspect of this syndrome is the immense ability of the caretaker to fool doctors and the susceptibility of physicians to that person’s manipulations. The hospital, which is the most common setting for Munchausen syndrome by proxy cases, is where as much as 75% of the Munchausen syndrome by proxy related morbidity occurs as a consequence of attempts by physicians to diagnose and treat the affected child or infant. More than 98% of Munchausen syndrome by proxy cases involve female perpetrators.

2.10.1 Commonly fabricated illnesses and symptoms

The most common fabrications or modes of symptom inducement in Munchausen syndrome by proxy involve seizures, failure to thrive, vomiting and diarrhea, asthma, and allergies and infections.

2.10.2 Indicators for suspecting and identifying Munchausen syndrome by proxy

- A child who has one or more medical problems that do not respond to treatment or that follow an unusual course that is persistent, puzzling, and unexplained.
- Physical or laboratory findings that are highly unusual, discrepant with history, or physically or clinically impossible.
- A parent, usually the mother, who appears to be medically knowledgeable and/or fascinated with medical details and hospital gossip, appears to enjoy the hospital environment, and expresses interest in the details of other patients’ problems.

¹⁹ Dorland’s Illustrated Medical Dictionary 1295 (26th ed. 1981).

²⁰ Zumwalt & Hirsh, *Pathology of Fatal Child Abuse and Neglect*, Child Abuse and Neglect 276 (R. Helfer & Kempe eds., 4th ed. 1987).

- A highly attentive parent who is reluctant to leave her child's side and who herself seems to require constant attention.
- A parent who appears to be unusually calm in the face of serious difficulties in her child's medical course while being highly supportive and encouraging of the physician, or one who is angry, devalues staff, and demands further intervention, more procedures, second opinions, and transfers to other more sophisticated facilities.
- The suspected parent may work in the health care field herself or profess interest in a health-related job.
- The signs and symptoms of a child's illness do not occur in the parent's absence (hospitalization and careful monitoring may be necessary to establish this causal relationship).
- A family history of similar sibling illness or unexplained sibling illness or death.
- A parent with symptoms similar to her child's own medical problems or an illness history that itself is puzzling and unusual.
- A suspected parent with an emotionally distant relationship with her spouse; the spouse often fails to visit the patient and has little contact with physicians even when the child is hospitalized with serious illness.
- A parent who reports dramatic, negative events, such as house fires, burglaries, car accidents, that affect her and her family while her child is undergoing treatment.
- A parent who seems to have an insatiable need for adulation or who makes self-serving efforts at public acknowledgment of her abilities.

2.10.3 Bibliography

Monteleone, J., & Brodeur, A. Child Maltreatment: A Clinical Guide and Reference, 159 (G.W. Medical Publishing 1994).

Zumwalt & Hirsh, Pathology of Fatal Child Abuse and Neglect, Child Abuse and Neglect 276 (R. Helfer & R. Kempe eds., 4th ed. 1987).

The Merck Manual. Pediatrics and Genetics, Section 15. (16th ed. 1992).

2.11 Appendix D: Sexual Abuse

The information below is compiled from articles and medical journals listed in the bibliography. The information is not intended to be comprehensive. If further information or clarification is needed consult a physician or the sources listed in the bibliography.

2.11.1 Physical examinations for possible sexual abuse

A normal physical examination is common in child sexual abuse. An absence of physical findings in sexually abused children can be explained in a number of ways. Many types of sexual molestation do not involve penetration and will not leave physical findings. Evidence of ejaculate may not be present if the child has washed, urinated, or defecated and if more than 72 hours has elapsed since the assault. The hymen is elastic and penetration by a finger or penis, especially in an older child, may cause no injury or may only enlarge the hymenal opening. Moreover, injuries can heal rapidly. Hymenal healing occurs in 6 to 30 days and can be complete. Partial hymenal tears can heal as soon as 9 days after injury, while extensive tears may take up to 24 days to heal.

2.11.1.1 Medical categorization of the physical examination for sexual abuse

Medical professionals commonly will classify the findings of the physical examination into one of four categories:

- Category I: Normal Appearing Genitalia. The majority (60% or more) of abused children fall into this category.
- Category II: Nonspecific Findings. Abnormalities of the genitalia that could have been caused by sexual abuse but are also seen in girls who are not victims of sexual abuse. Included in this category are redness or inflammation of the external genitalia, increased vascular pattern of the vestibular and labia mucosa, presence of purulent discharge from the vagina, small skin fissures or lacerations in the area of the posterior fourchette, and agglutination of the labia minora. Nonspecific Findings are often seen in children who have not been sexually abused.
- Category III: Specific Findings. The presence of one or more abnormalities strongly suggesting sexual abuse. Such findings include recent or healed lacerations of the hymen and vaginal mucosa, hymenal opening of one or more centimeters, proctoepisiotomy (a laceration of the vaginal mucosa extending to involve the rectal mucosa) and indentations on the vulvar skin indicating teeth marks (bite marks). This category also includes patients with laboratory confirmation of a venereal disease (e.g., gonorrhea). Category III is suspicious or highly suspicious for sexual abuse.

- Category IV: Definitive Findings. Any presence of sperm or sexually transmitted disease. Category IV is conclusive of sexual abuse, especially with children under 12 years of age. Older children may be sexually active.

2.11.1.2 Classification of physical findings in sexual abuse examinations

Specific physical findings are strongly indicative of sexual abuse beyond reasonable doubt as follows:

- Clear-cut tears, fresh or old scars; significant distortion of the normal shape of the hymen and/or hymenal bruising.
- Lacerations, scars, bruises, and healing abraded areas, often accompanied by neovascularization, of the posterior fourchette.
- Anal dilation greater than 15 mm transverse diameter with gentle buttock traction with the child in knee-chest position. Large anal scars in the absence of a history that could explain the scars.

2.11.1.3 Possible physical indicators in sexually abused girls

Certain types and locations of hymenal injuries are often seen after sexual abuse. The hymenal membrane at its midline (6 o'clock position) attachment along the posterior rim of the introitus, during actual or attempted penetration, is the portion of the hymen most likely to be damaged. A narrowed (attenuated) hymen at this position is usually indicative of an injury. Mounds, projections, or notches on the edge of the hymen and the exposure of intravaginal ridges increase the possibility of abuse. Generally, attempted forced vaginal penetration results in hymenal tears and fissures between the 3 and 9 o'clock positions and may extend across the vestibule and fourchette. Other physical signs indicating abuse include:

2.11.1.4 Erythema, inflammation, and increased vascularity

In sexual abuse cases, redness of the skin or mucous membranes due to congestion of the capillaries. Normal vaginal mucosa has a pale pink coloration.

2.11.1.5 Increased friability

A small dehiscence (or breakdown) of the tissues of the posterior fourchette may be precipitated by the examination, with occasional oozing of blood. This is usually associated with labial adhesions. When the adherent area is large, greater than 2 mm, the suspicion of abuse should be greater.

2.11.1.6 Angulation of the hymenal edge

There may be V-shaped or angular configuration of the edge of the hymen. The hymenal edge should be smooth and round. Angulation often marks a healed old injury.

2.11.1.7 Labial adhesions

Although labial adhesions are a nonspecific finding often seen in girls with no history of sexual abuse, they may also be a manifestation of chronic irritation and can be seen in children who have been abused.

2.11.1.8 Urethral dilation

Urethral dilation may be an abnormal physical finding in sexually abused girls. Mild to moderate urethral dilation is probably normal, although higher grades may be considered a manifestation of sexual abuse, probably the result of digital manipulation of the urethral orifice.

2.11.1.9 Hymenal or vaginal tear

Deep breaks in the mucosa of the vagina and hymen are referred to as tears. These injuries can be seen with accidental injuries as well as with abuse. Often they occur when a history of impaling is given.

Genital injuries should be considered abuse until proven otherwise. The bony pelvis and labia usually protects the hymen from accidental injury. Straddle injuries from falls onto a pointed object, the object rarely penetrates through the hymenal orifice into the vagina. A violent stretching injury, as seen when a child does a sudden, forceful split on a slippery surface, can cause midline lacerations. These injuries can also be caused during sexual abuse by forceful, sudden abduction of the legs.

2.11.1.10 Discharge

Vaginal secretions are of various consistencies, colors and odors. The usual cause of vaginal discharge in a nonspecific vaginitis. Nonspecific vaginitis is seen most often in children between two and seven years of age. Some genital discharges are not caused by infection or inflammation. The signs of nonspecific vaginitis are vaginal inflammation and discharge. The child may or may not have symptoms. The only complaint may be a yellowish stain on the child's underpants noticed by the mother. The character of the discharge, the appearance of the vaginal mucosa, and the child's symptoms do not help to identify the etiologic agent or the type of bacterial causing the infection.

2.11.1.11 Fissures

Superficial breaks in the skin or mucous membranes fissures may ooze blood and be painful. They heal completely and leave no sequelae unless they become infected in which case they may result in a small scar or an anal tag.

2.11.1.12 New or healed lacerations

Lacerations are deep breaks in the skin or mucous membranes of the vagina or anus. They often leave scar formation after healing.

2.11.1.13 Enlarged hymenal introital opening

One criterion often used to make a diagnosis of sexual abuse is an enlargement of hymenal introital opening. A vaginal introital diameter of greater than four (4) mm is highly associated with sexual contact in children less than 13 years of age. The size of the hymenal opening can vary with increasing age and pubertal development of the child. Other factors such as the position of the child during the measurement, the degree of traction placed on the external genitalia, and the degree of relaxation of the child can influence the measurements. The nature of the abuse and the time elapsed since the abuse can also change genital findings.

2.11.1.14 Sexually transmitted diseases

Transmission of sexually transmitted diseases outside the perinatal period by nonsexual means is rare. Gonorrhea or syphilis infections are diagnostic of sexual abuse after perinatal transmission has been ruled out. Herpes type 2, Chlamydia, Trichomoniasis, and condyloma infections are extremely unlikely to be due to anything but abuse, particularly in children beyond infancy.

2.11.1.15 Sperm

If the abuse occurred within 72 hours, the physical examination may reveal the presence of sperm. The survival time of sperm is shortened in prepubertal girls because they lack cervical mucus; if there is a delay before an examination, the likelihood of finding sperm is diminished.

2.11.1.16 Physical findings associated with anal sexual abuse

Anal assaults comprise a significant proportion of child sexual abuse attacks. Genital injuries or abnormalities are more often recognized as possible signs of abuse, while anal and perianal injuries may be dismissed as being associated with common bowel disorders such as constipation or diarrhea. The anal sphincter is pliant and, with care and lubrication, can easily allow passage of a penis or an object of comparable diameter without injury. The anal sphincter and anal canal are elastic and allow for dilation. Digital penetration usually does not

leave a tear of the anal mucosa or sphincter. Penetration by a larger object may result in injury varying from a little swelling of the anal verge to gross tearing of the sphincter. If lubrication is used and the sphincter is relaxed, it is possible that no physical evidence will be found. Even penetration by an adult penis can occur without significant injury. After penetration, sphincter laxity, swelling, and small mucosal tears of the anal verge may be observed as well as sphincter spasm. Within a few days the swelling subsides and the mucosal tears heal. Skin tags can form as a result of the tears. Repeated anal penetration over a long period may cause a loose anal sphincter and an enlarged opening. Physical indicators of anal sexual abuse include, but are not limited to:

2.11.1.17 Perineal erythema

Reddening of the skin overlying the perineum as well as the inner aspects of the thighs and labia generally indicates that there has been intra crural intercourse (penis between legs and laid along the perineum). Erythema in this area, however, also results from diaper rash, poor hygiene, or after scratching and irritation from pinworms.

2.11.1.18 Swelling of the perianal tissues

Circumferential perianal swelling appears as a thickened ring around the anus and has been called the tire sign. It is an acute sign and can reflect traumatic edema.

2.11.1.19 Fissures

Breaks in the skin/mucosal covering of the rectum, anus, anal skin occur as a result of overstretching and frictional force exerted on the tissues. This can occur following passage of a hard stool or abusive traumatic penetration of the anus. Tiny superficial cracks in the verge or perianal skin often result from scratching with pinworms or with excoriation from acute diarrhea or diaper rash.

2.11.1.20 Large tears

Large breaks in the skin extending into the anal canal or across the perineum are usually painful and can cause anal spasm. Tears often heal with scarring and leave a skin tag at the site of the trauma.

2.11.1.21 Skin changes

Repeated acts of penetration will lead to changes in the anal verge skin. Repeated friction and stretching of the fibers of the corrugated cutis and muscle results in thickening and smoothing away of the anal skin folds. The skin appears smooth, pink, and shiny, with a loss of normal fold pattern. The presence of these skin changes suggests chronicity of abuse. Scars are evidence of earlier trauma.

2.11.1.22 Funneling

Funneling is a traditional sign of chronic anal sexual abuse but its presence in children has been questioned. The appearance of funneling or a hollowing-out of the perianal area is caused by loss of fat tissue or fat atrophy of the subcutaneous area. Although this is often associated with chronic anal sex, it has also been described to occur in non-abused children.

2.11.1.23 Hematoma and/or bruising

Subcutaneous accumulations of old and new blood and bruising are strong indicators of trauma. It would be very unlikely for these to occur without a history to explain them. These injuries are not likely to be accidental.

2.11.1.24 Anal warts

Anal warts can occur as an isolated physical finding or in conjunction with other signs consistent with abuse, either anal or genital. Anal warts in children under age two years whose mother has a history of genital warts are most likely not the result of abuse. If no history of genital warts is elicited, the family should be evaluated for their presence. In children over four years of age with new genital warts, abuse should be considered and the child carefully interviewed by an experienced evaluator. Evaluation of genital warts is difficult in the nonverbal child.

2.11.1.25 Physical findings and abnormalities mistaken for anal sexual abuse

Perianal abnormalities are often seen in children with Crohn disease or Hirschsprung disease. The anal canal gapes in children with significant constipation. The distended rectum, with a normal anorectal reflex, initiates the gaping. Stool is often seen in the anal canal. Small fissures can also be seen. These children may have trouble with fecal soiling, which causes reddening of the perianal area. Unfortunately, children who were anally abused often suffer from functional constipation, which results in a damaged anal sphincter and fecal soiling. The pain and injury that follow the anal assault may cause spasm of the sphincter and result in functional constipation.

2.11.1.26 Conditions that can be mistaken for sexual abuse

- Lichen scierosis et atrophicus
- Accidental straddle injuries
- Accidental impaling injuries

- Nonspecific vulvovaginitis and proctitis
- Group A streptococcal vaginitis and proctitis
- Diaper dermatitis
- Foreign bodies
- Lower extremity girdle paralysis as in myelomeningocele
- Defects which cause chronic constipation, Hirschprung disease, anteriorly displaced anus
- Chronic gastrointestinal disease, Crohn disease
- Labial adhesions
- Anal fissures

Some dermatologic, congenital, traumatic, and infectious physical findings can be mistaken for sexual abuse. The most common dermatologic condition confused with trauma from sexual assault is lichen sclerosis. It can present in a variety of ways from mild irritation of the labia and vaginal mucosa to dramatic findings such as subepidermal hemorrhages of the genital or anal area involving the labia and vaginal mucosa and/or the anus. Monteleone, J., & Brodeur, A. Child Maltreatment: A Clinical Guide and Reference, 159 (G.W. Medical Publishing 1994).

2.11.2 Common questions and issues

These questions and answers are taken from Monteleone, J., & Brodeur, A. Child Maltreatment: A Clinical Guide and Reference, 159 (G.W. Medical Publishing 1994).

Can a child be born without a hymen to explain physical findings described?

There is no documented case of an infant girl born without a hymen.

Can excessive masturbation or the use of tampons explain abnormal vaginal findings?

Masturbation and tampons do not cause injury to the hymen or internal genital structures. There is no evidence that use of tampons causes trauma to the hymen. Masturbation in girls usually involves clitoral or labial stimulation and does not cause hymenal injury. Children who masturbate excessively or insert foreign objects into body orifices usually show no genital or anal injuries.

Can a child contract a sexually transmitted disease by merely sharing the same bed, toilet seat or towel with an infected individual?

In general, as the title implies, sexually transmitted diseases are sexually transmitted.

Can horseback riding, gymnastics or dancing cause permanent genital changes?

Injuries can occur with physical activities. When such injuries involve the genitalia, the event is very dramatic and will be reported immediately. If a physician finds hymenal changes after a child has disclosed sexual abuse or during a routine examination, injury from one of these activities is not being investigated because it would not be a reasonable explanation for the changes.

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3

COMPLAINTS AND REPORTS

TABLE OF CONTENTS

- 3.1 Legal basis.....4**
- 3.2 24-Hour hotline and receiving complaints and reports.....4**
- 3.3 Persons who may make a complaint or report.....4**
 - 3.3.1 Mandated reporters.....5
 - 3.3.1.1 Who are mandated reporters?.....6
 - 3.3.1.2 Certain mandated reporters may make a report to the person in charge or their designee8
 - 3.3.1.3 Mandated reporter shall disclose all relevant information even if not the complainant.....8
 - 3.3.1.4 Failure by mandated reporter to report abuse or neglect9
 - 3.3.1.5 Physicians reporting venereal disease9
 - 3.3.1.6 Mandated reporters may make report electronically.....9
 - 3.3.2 Other persons may make a report of alleged child abuse or neglect9
 - 3.3.3 Complaints and reports may be made anonymously10
 - 3.3.4 Issues related to reporting.....10
 - 3.3.4.1 Immunity from liability for persons making a report10
 - 3.3.4.2 Protecting the identity of the reporter or complainant.....10
- 3.4 Actions upon receipt of complaint or report11**
 - 3.4.1 Statutory authorities and responsibilities11

3.4.2	Document receipt of complaint or report in child welfare information system	11
3.4.3	LDSS shall record all complaints and reports in writing	11
3.4.3.1	New allegations in an existing family assessment or investigation	11
3.5	Determine validity of complaint or report	12
3.5.1	Definition of valid complaint or report	12
3.5.2	Determine whether the complaint or report is valid	13
3.5.2.1	Question 1: Is the alleged victim child under eighteen years of age? ...	13
3.5.2.2	Question 2: Is the alleged abuser or neglector a caretaker?	14
3.5.2.3	Question 3: Is abuse or neglect alleged to have occurred?	17
3.5.2.4	Question 4: Does the LDSS have jurisdiction to conduct the family assessment or investigation?	24
3.5.3	Universal screening for domestic violence (DV)	30
3.5.4	Invalid report or complaint	31
3.5.4.1	Additional information for screening reports of abuse or neglect regarding public school personnel	31
3.5.4.2	Screening consideration if alleged abuser is deceased	31
3.5.4.3	Prevention response for invalid report or complaint	31
3.5.4.4	Universal response to invalid complaints or reports of child human trafficking	32
3.5.5	Required notifications if report or complaint is invalid	33
3.5.5.1	Notify complainant	33
3.5.5.2	Notify law enforcement of non-caretaker sexual abuse	33
3.5.5.3	Information to provide to law enforcement in non-caretaker sexual abuse	34
3.6	Certain complaints shall be reported to the CA and others	34
3.6.1	Report certain cases of suspected child abuse or neglect	34
3.6.1.1	Any death of a child	34
3.6.1.2	Any injury or threatened injury to a child involving a felony or Class I misdemeanor	35
3.6.1.3	Any sexual abuse, suspected sexual abuse or other sexual offense involving a child	35
3.6.1.4	Any abduction of a child	35

3.6.1.5	Any felony or Class 1 misdemeanor drug offense involving a child	36
3.6.1.6	Contributing to the delinquency of a minor	36
3.6.1.7	Information to provide to Commonwealth's Attorney and law-enforcement agency.....	36
3.6.1.8	Other criminal acts related to child abuse or neglect.....	36
3.6.2	Notification to law enforcement form	37
3.6.3	Report complaints involving violent sexual offenders.....	37
3.6.4	Memoranda of understanding with law enforcement and Commonwealth's attorney	38
3.6.5	Report military dependents to Family Advocacy Program.....	38
3.7	Report Child Fatalities and Near <i>Fatalities</i>	39
3.7.1	Report a child fatality.....	39
3.7.1.1	Examples of a child fatality	39
3.7.2	Report "near fatality" of a child	40
3.7.2.1	Examples of a near fatality of a child	41
3.7.2.2	Notification and documentation of near fatalities	42
3.8	Screen valid complaints and reports for priority	42
3.8.1	The immediate danger to the child	44
3.8.2	The severity of the type of abuse or neglect alleged.....	45
3.8.3	The age or vulnerability of the child	45
3.8.4	The circumstances surrounding the alleged abuse or neglect	46
3.8.5	The physical and mental condition of the child	47
3.8.6	Complaints made by mandated reporters.....	47
3.8.7	Initiating a response to a valid report.....	48
3.8.8	Response time for child less than two years of age.....	49
3.9	Determine the appropriate response: family assessment or investigation.....	49
3.9.1	Make the response track decision	50
3.9.2	CPS Report Placement Chart.....	54
3.10	Appendix A: Children home alone	56
3.11	Appendix B: Distinguishing between accidental and non-accidental injury.....	57

3.12 Appendix C: Notification to Law Enforcement from Child Protective Services ..58

DRAFT

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COMPLAINTS AND REPORTS

3.1 Legal basis

The Code of Virginia [§ 63.2-1503 B and C](#) mandates that local departments of social services (LDSS) maintain the capability to receive reports and complaints alleging abuse or neglect on a 24-hour, 7-days-a-week basis.

3.2 24-Hour hotline and receiving complaints and reports

The Virginia Administrative Code (VAC) provides that a person may make a report or complaint by telephoning the toll-free Child Abuse and Neglect Hotline of the Virginia Department of Social Services (VDSS) or by contacting a LDSS.

[\(22 VAC 40-705-40 H\)](#). To make a complaint or report of child abuse or neglect, a person may telephone the department's toll-free child abuse and neglect hotline or contact a local department of jurisdiction pursuant to [§ 63.2-1510](#) of the Code of Virginia.

The statewide toll-free CPS Hotline (**1-800-552-7096**) shall be available 24 hours a day, seven days a week. After receiving a complaint or report of child abuse or neglect, the CPS State Hotline worker will refer the complaint or report to the LDSS immediately or no later than the next working day.

3.3 Persons who may make a complaint or report

The Code of Virginia [§§ 63.2-1509](#) and [63.2-1510](#) provide the authority for persons to report suspected abuse or neglect and allows any person who suspects that a child is abused or neglected to make a complaint or report. The Code of Virginia [§ 63.2-1509](#) further identifies certain persons who are mandated to report suspected abuse or neglect. The VAC defines the terms “complaint” and “report.”

(22 VAC 40-705-10). "Complaint" means any information or allegation of child abuse or neglect made orally or in writing pursuant to § 63.2-100 of the Code of Virginia.

(22 VAC 40-705-10). "Report" means either a complaint as defined in this section or an official document on which information is given concerning abuse or neglect. Pursuant to § 63.2-1509 of the Code of Virginia, a report is required to be made by persons designated herein and by local departments in those situations in which a complaint from the general public reveals suspected child abuse or neglect pursuant to the definition of abused or neglected child in § 63.2-100 of the Code of Virginia.

3.3.1 Mandated reporters

The VAC defines mandated reporters and their reporting responsibilities:

(22 VAC 40-705-10). "Mandated reporters" means those persons who are required to report suspicions of child abuse or neglect pursuant to § 63.2-1509 of the Code of Virginia.

(22 VAC 40-705-40 A). Persons who are mandated to report are those individuals defined in § 63.2-1509 of the Code of Virginia.

1. Mandated reporters shall report immediately any suspected abuse or neglect that they learn of in their professional or official capacity unless the person has actual knowledge that the same matter has already been reported to the local department or the department's toll-free child abuse and neglect hotline.
2. Pursuant to § 63.2-1509 of the Code of Virginia, if information is received by a teacher, staff member, resident, intern, or nurse in the course of his professional services in a hospital, school, or other similar institution, such person may make reports of suspected abuse or neglect immediately to the person in charge of the institution or department, or his designee, who shall then make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, such person shall (i) notify the teacher, staff member, resident, intern, or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the department's toll-free child abuse and neglect hotline; (ii) provide the name of the individual receiving the report; and (iii) forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

3. Mandated reporters shall disclose all information which is the basis for the suspicion of child abuse or neglect and shall make available, upon request, to the local department any records and reports which document the basis for the complaint or report.
4. Pursuant to [§ 63.2-1509 D](#) of the Code of Virginia, a mandated reporter's failure to report as soon as possible, but no longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall result in a fine.
5. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 ([§ 18.2-61](#) et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, a person who knowingly and intentionally fails to make the report required pursuant to [§ 63.2-1509](#) of the Code of Virginia shall be guilty of a Class 1 misdemeanor.

3.3.1.1 Who are mandated reporters?

The Code of Virginia identifies those persons who are mandated reporters. These persons shall report suspected abuse or neglect that they suspect when in their professional or official capacity.

Mandated reporter training and other resources for mandated reporters are available from VDSS on the [VDSS public website](#).

([§ 63.2-1509 A](#) of the Code of Virginia). The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately, except as hereinafter provided, to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;

6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to [§ 8.01-576.8](#);
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person, 18 years of age or older, associated with or employed by any public or private organization responsible for the care, custody or control of children; and
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 ([§ 9.1-151](#) et seq.) of Chapter 1 of Title 9.1.
13. Any person, 18 years of age or older, who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect.
14. Any person employed by a local department as defined in [§ 63.2-100](#) who determines eligibility for public assistance.
15. Any emergency medical services provider certified by the Board of Health pursuant to [§ 32.1-111.5](#), unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;
16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a *public or* private sports organization or team;
17. Administrators or employees, 18 years of age or older, of public or private day camps, youth centers and youth recreation programs;
18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher

education as it relates to information gained in the course of providing legal representation to a client; and

19. Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church unless the information supporting the suspicion of child abuse or neglect (i) is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) would be subject to § [8.01-400](#) or [19.2-271.3](#) if offered as evidence in court.

Foster and adoptive parents and respite providers are considered mandated reporters due to their association with a public organization that is responsible for the care, custody and control of children as referenced in § [63.2-1509 A11](#).

3.3.1.2 Certain mandated reporters may make a report to the person in charge or their designee

The VAC allows certain mandated reporters to make a report to the person in charge or a designee. If the report is made to another person, that person must report back to the original mandated reporter 1) when the report was made; 2) who received the report; and 3) relay any further information back to the original reporter, including any final notifications.

3.3.1.3 Mandated reporter shall disclose all relevant information even if not the complainant

The Code of Virginia § [63.2-1509 A](#) specifies when a mandated reporter makes a report of suspected abuse or neglect; the reporter shall disclose all the information that is the basis of the report to the LDSS. This includes any records or reports documenting the basis of the allegation.

All mandated reporters, even if they are not the complainant, shall cooperate with the LDSS and shall make related information, records and reports about the child who is the subject of the report available to the LDSS for the purpose of validating a CPS referral and for completing a CPS response unless such disclosure violates the federal [Family Educational Rights and Privacy Act \(20 U.S.C. § 1232\(g\)\)](#).

Provision of such information, records, and reports by a health care provider shall not be prohibited by the Code of Virginia § [8.01-399](#).

Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

Although obtaining parental consent to obtain information is always preferable, consent is not required for the release of information for the purpose of validating a referral or completing an investigation or family assessment.

3.3.1.4 Failure by mandated reporter to report abuse or neglect

According to the Code of Virginia [§ 63.2-1509 D](#), a person required to report who fails to do so as soon as possible, but **not longer than 24 hours** after having a reason to suspect a reportable offense of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1000. If the LDSS becomes aware of an incident involving a mandated reporter who failed to report pursuant to the Code of Virginia [§ 63.2-1509 A and B](#), the LDSS must report the incident to the local Commonwealth's Attorney.

If a person knowingly and intentionally fails to report cases involving rape, sodomy, or object sexual penetration, they shall be guilty of a Class 1 misdemeanor.

If a person has actual knowledge that the same matter has already been reported they are not required to contact the LDSS or the state hotline.

3.3.1.5 Physicians reporting venereal disease

Physicians who diagnose venereal disease in a child 12 years of age or under shall make a CPS report to the LDSS. Physicians need not report cases of venereal disease when they reasonably believe that the infection was caused congenitally or by means other than sexual abuse. The Code of Virginia [§ 32.1-36 A](#) provides that practicing physicians and laboratory directors shall report patients' diseases as prescribed by the State Board of Medicine. See the Code of Virginia [§ 32.1-36 A and B](#).

3.3.1.6 Mandated reporters may make report electronically

Mandated reporters may make a report of suspected child abuse or neglect electronically on the Mandated Reporter website expected to be operational in 2020.

3.3.2 Other persons may make a report of alleged child abuse or neglect

([22 VAC 40-705-40 B](#)). Persons who may report child abuse or neglect include any individual who suspects that a child is being abused or neglected pursuant to [§ 63.2-1510](#) of the Code of Virginia.

Any individual suspecting that a child is abused or neglected may make a complaint to the VDSS or to an LDSS. The person can make the complaint to the LDSS in the county or city where the alleged victim child resides or where the alleged abuse or neglect occurred. The person may also make the complaint by calling the CPS State Hotline (**1-800-552-7096**).

3.3.3 Complaints and reports may be made anonymously

([22 VAC 40-705-40 C](#)). Complaints and reports of child abuse or neglect may be made anonymously.

Reports or complaints alleging abuse or neglect may be made anonymously and the LDSS cannot require the individual to reveal his identity as a condition of accepting the report. All reports shall be documented in the child welfare information system and evaluated for validity and a CPS response regardless of whether or not the caller is identified.

3.3.4 Issues related to reporting

3.3.4.1 Immunity from liability for persons making a report

([22 VAC 40-705-40 D](#)). Any person making a complaint or report of child abuse or neglect shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent pursuant to [§ 63.2-1512](#) of the Code of Virginia.

The following persons are immune from any civil or criminal liability unless it is proven that such person acts with malicious intent:

- Any person making a report or complaint of child abuse or neglect.
- Any person who participates in a judicial proceeding resulting from either making a report or taking a child into immediate custody.

3.3.4.2 Protecting the identity of the reporter or complainant

([22 VAC 40-705-40 E](#)). When the identity of the reporter is known to the department or local department, these agencies shall not disclose the reporter's identity unless court ordered or required under [§ 63.2-1503 D](#) of the Code of Virginia.

When the complainant is known to the LDSS, the LDSS shall not disclose the complainant's name. However, the complainant shall also be informed that his anonymity cannot be assured if the case is brought into court or shared with local law enforcement.

3.4 Actions upon receipt of complaint or report

3.4.1 Statutory authorities and responsibilities

The Code of Virginia [§ 63.2-1503](#) requires an LDSS to determine the validity of all reports and to decide whether to conduct a family assessment or an investigation, if valid.

3.4.2 Document receipt of complaint or report in child welfare information system

Pursuant to [§ 63.2-1505 B 2](#) of the Code of Virginia, when a complaint or report alleging abuse or neglect is received, the LDSS shall enter the report into the child welfare information system.

3.4.3 LDSS shall record all complaints and reports in writing

([22 VAC 40-705-50 A](#)). All complaints and reports of suspected child abuse or neglect shall be recorded in the child abuse and neglect information system and either screened out or determined to be valid upon receipt. A record of all reports and complaints made to a local department or to the Department, regardless of whether the report or complaint was found to be a valid complaint of abuse or neglect, shall be purged one year after the date of the report or complaint unless a subsequent report or complaint is made.

All complaints or reports made to the VDSS or an LDSS shall be documented in the child welfare information system. A person may make the initial complaint or report alleging abuse or neglect orally, in writing, or online on the Mandated Reporter website. The LDSS must document the report or complaint in the child welfare information system within **three working days**, regardless of whether the complaint

or report is determined to be valid or invalid. Timeliness of the initial response is calculated from the date and time the referral was received, not validated or assigned.

3.4.3.1 New allegations in an existing family assessment or investigation

When a report has been accepted as valid and the investigation or family assessment response is initiated and subsequent allegations are made, the type of allegation and the time elapsed since the initial report will determine whether the new allegation is treated as a new report or assessed within the context of the existing response. If the allegations do not provide any new or different information, they may be added into the initial investigation or family assessment. If the additional allegations address new types of abuse or neglect and **five (5) or more days** have elapsed since the first report, the additional allegations should be taken as a new report and screened using the CPS Intake Tool.

3.5 Determine validity of complaint or report

When an LDSS receives a report or complaint of abuse or neglect, the LDSS must determine whether the complaint or report is valid upon receipt of the complaint. Criteria are established for determining whether a complaint or report is valid. Each criterion must be satisfied before a complaint or report can be valid. Only valid reports or complaints of abuse or neglect shall receive a family assessment or an investigation. It is important to make the validity decision as soon as possible after the report has been received so that the urgency of the response can be accurately determined. Response time is calculated from the date and time the referral was received, not validated or assigned.

When determining validity, the LDSS must use the CPS Intake Tool for all reports of child abuse and neglect including new reports during open cases. The CPS Intake Tool must be completed in the child welfare information system as soon as possible, but **no later than three working days**, upon receipt of the report by the LDSS. It is critical that the intake worker using the CPS Intake Tool review the definitions available on the tool when making selections on the checklist. Selections made on the CPS Intake Tool must relate to supporting narrative in the child welfare information system. The CPS Intake Tool with definitions is located on the forms page on the [DSS public website](#).

The CPS Intake Tool is covered in Module 1 of the e-learning course CWSE1510: Structured Decision Making in Virginia located in the [VLC](#).

3.5.1 Definition of valid complaint or report

The Code of Virginia [§ 63.2-1508](#) and the VAC define a valid complaint.

([22 VAC 40-705-50 B](#)). In all valid complaints or reports of child abuse or neglect the local department of social services shall determine whether to conduct an investigation or a family assessment. A valid complaint or report is one in which:

1. The alleged victim child or children are under the age of 18 years at the time of the complaint or report;
2. The alleged abuser is the alleged victim child's parent or other caretaker;
3. The local department receiving the complaint or report has jurisdiction; and
4. The circumstances described allege suspected child abuse or neglect as defined in [§ 63.2-100](#) of the Code of Virginia.

3.5.2 Determine whether the complaint or report is valid

There are four criteria that must be addressed when determining whether the complaint or report is valid. Each question must be satisfied in order to have a valid report. The four elements are:

3.5.2.1 Question 1: Is the alleged victim child under eighteen years of age?

([22 VAC 40-705-50 B 1](#)). The alleged victim child or children are under the age of 18 years at the time of the complaint or report.

The LDSS can only respond with a family assessment or an investigation to valid complaints or reports involving children less than 18 years of age at the time of the report or complaint. If the alleged victim is over 18 years of age, the LDSS should refer that person to the local attorney for the Commonwealth, Adult Protective Services, or other appropriate services provided in the locality.

3.5.2.1.1 Emancipated minor

If the alleged victim child is under 18 years of age and has been legally emancipated, then the LDSS has the discretion of not completing a family assessment or investigating the complaint.

The LDSS may determine a report of abuse or neglect as invalid if a court has emancipated the alleged victim of the abuse or neglect pursuant to the Code of Virginia §§ [16.1-331](#) and [16.1-332](#).

The Code of Virginia §§ [16.1-331](#), [16.1-332](#), and [16.1-333](#) require petitioning the juvenile court and the court conducting a hearing before making a finding of emancipation. The LDSS must confirm that the child has been legally emancipated before invalidating the complaint or report.

3.5.2.1.2 Alleged victim child is married

There is no specific Code of Virginia or VAC provision prohibiting the validation of a complaint involving an alleged victim child who is married. When an LDSS receives a complaint involving a married child, the first issue the LDSS may address is whether the alleged victim child is emancipated. If the alleged victim child is married and emancipated, then the LDSS should invalidate the complaint or report.

A husband or wife of the alleged victim cannot be considered a caretaker.

3.5.2.2 Question 2: Is the alleged abuser or neglecter a caretaker?

([22 VAC 40-705-50 B 2](#)). The alleged abuser is the alleged victim child's parent or other caretaker.

The second element of a valid complaint is the alleged abuser or neglecter must be a caretaker. The VAC defines caretaker:

([22 VAC 40-705-10](#)) “Caretaker” means any individual having the responsibility of providing care and supervision of a child and includes the following: (i) parent or other person legally responsible for the child’s care; (ii) an individual who by law, social custom, expressed or implied acquiescence, collective consensus, agreement or any other legally recognizable basis has an obligation to look after a child left in his care; and (iii) persons responsible by virtue of their conferred authority.

A caretaker is an individual who is responsible or assumes responsibility for providing care and supervision for the child. There are three (3) general categories of caretakers:

- A parent or other person legally responsible for the child's care includes:

- Birth parent.
- Adoptive parent.
- Stepparent.
- Legal guardian.
- Foster parent.
- An individual who by law, social custom, expressed or implied acquiescence, collective consensus, agreement or any other legally recognizable basis has an obligation to look after the child left in their care may include but is not limited to:
 - Relative.
 - Babysitter.
 - Paramour of the parent.
 - Cohabitants.

For all such individuals in this category, the LDSS must be able to document how the care and control of the child was expressly delegated or implied to the individual, as well as take into consideration the factors listed in 3.5.2.2.1. For example, a person who merely resides in the same home as the child but was never delegated any authority over the child and in fact did not exercise any control over the child is not a caretaker. ([Moore v. Brown](#), 2014 Va. App. LEXIS 181.)

- Individuals responsible by virtue of their positions of conferred authority includes but is not limited to:
 - Teacher or other school personnel.
 - Institutional staff.
 - Child care personnel.
 - Scout troop leaders.

3.5.2.2.1 Caretaker considerations

When determining whether a person is responsible for the care of a child, the LDSS should consider the amount of authority for the care, control and discipline of the child delegated to the person acting as a caretaker. The LDSS should gather sufficient evidence to demonstrate that the alleged abuser/neglector is a caretaker and document such evidence in the child welfare information system. The LDSS should consider these issues when determining whether a person is a caretaker.

- What is the person's relationship with the child?
- What is that person's role or function toward the child?
- Was the person in a caretaking role at the time of the alleged abusive or neglectful incident?
- Was the primary responsibility of the person toward the child one of supervision and providing care, or was the person providing a professional or expert service?
- How do the child and the child's usual caretaker view this relationship and role?
- How does the community view this relationship and role?
- Have the parents or other person specifically delegated formally or informally the caretaking role for this person?
- What were the expectations of the parent, alleged abuser/neglector and child?

3.5.2.2.2 Caretakers less than 18 years of age

The LDSS should consider these additional issues when determining if a minor is a caretaker:

- Was it appropriate for the minor to have been put in a caretaking role?
- Was the alleged abuse or neglect by the minor indicative of their own abuse? (i.e., sexual knowledge or behavior that is age inappropriate)

- What is the age difference between the alleged abuser and the victim; was this peer interaction?

If it is determined that a minor may have abused or neglected a child but the minor should not have been placed in a caretaker role, the LDSS may determine the minor to be the victim child of the caretaker who put them in that role. If it is determined that a minor may have sexually abused the child and the minor is not determined to be a caretaker, refer to [section 3.5.5.2](#) for additional guidance on reporting non-caretaker sexual abuse.

Refer to [Section 4, Family Assessment and Investigation](#) and [Section 7, Appeals](#) for additional guidance regarding caretakers under 18 years of age.

3.5.2.2.3 Caretakers in complaints or reports alleging the human trafficking of a child

([§ 63.2-1508 B](#) of the Code of Virginia). A valid report or complaint regarding a child who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the federal Trafficking Victims Protection Act of 2000 (22 U.S.C § 7102 et seq.) and in the federal Justice for Victims of Trafficking Act of 2015 (P.L. 114-22) may be established if the alleged abuser is the alleged victim child's parent, other caretaker, or any other person suspected to have caused such abuse or neglect.

The alleged victim child's parent, other caretaker, or any other person suspected to have abused or neglected the child may be considered a caretaker when evaluating the validity of a complaint or report involving the alleged human trafficking of the child.

3.5.2.3 Question 3: Is abuse or neglect alleged to have occurred?

([22 VAC 40-705-50 B 4](#)). The circumstances described allege suspected child abuse or neglect as defined in [§ 63.2-100](#) of the Code of Virginia.

The complaint or report must describe a type of abuse or neglect as defined in [22 VAC 40-705-30](#) or [Section 2, Definitions of Abuse and Neglect](#) of this guidance manual.

3.5.2.3.1 General factors to consider when determining if abuse or neglect definition has been met

The CPS worker must consider the following questions to determine if the definition of physical abuse has been met.

- What was the action or inaction of the caretaker?
- Did the child sustain an injury or is there evidence establishing that the child was threatened with sustaining an injury?
- Does the evidence establish a nexus, or causal relationship between the action or inaction of the caretaker and the physical injury or threatened physical injury to the child?
- Was the injury, or threat of injury, caused by non-accidental means?

3.5.2.3.2 Establish injury or threat of an injury

The report or complaint must allege a threat of injury or actual injury to the child to satisfy the definition of abuse or neglect. The Code of Virginia and the VAC do not require that the child sustain an actual injury.

3.5.2.3.3 Establish nexus between caretaker's actions or inaction and the injury or threatened injury to the child

The complaint or report must allege a link between the actions or inaction of the caretaker, regardless of the caretaker's intent, and the injury to the child or the threat of injury to the child.

3.5.2.3.4 "Other than accidental means"

The injury or threat of injury to the child must have occurred as a result of "other than accidental means." The caretaker's actions must be carefully considered when determining whether the injury or threat of injury sustained by the child was caused accidentally.

For example, the complaint alleged that the caretaker caused bruises and abrasions on the child's ankles and wrists. The caretaker asserted that he did not intend to cause the injuries to the child; he intended to restrain the five-year-old boy with a rope. However, the evidence shows that the caretaker

tied the child's legs at the ankles and tied the wrists to a chair, and when the child jerked in several different directions for over 20 minutes to try to get loose, injuries occurred to these parts of the body. The caretaker did not accidentally tie the child and leave him for 20 minutes. Although the caretaker did not intend to cause the injuries to the child, the caretaker did intend to tie the child, and could reasonably expect this child would try to get loose. The caretaker's act of restraining this child with a rope was intended and could have caused more serious harm. The result of the caretaker's actions was not unforeseen or unexpected. Therefore, the injury was not accidental.

In the alternative, a black eye to the child's face while playing catch with the caretaker would be considered accidental. The fact that the ball bounced off the child's mitt and struck the child's eye was not intended. In the first example, the caretaker intended to discipline his child by restraining with a rope for 20 minutes. The intended act of restraining the child caused the injury to the child. In the second example, the caretaker did not intend for the ball to bounce off the child's mitt and hit the child's face. The action causing the black eye was accidental.

3.5.2.3.5 Determine if medical neglect definition has been met

It is the parent's responsibility to determine and obtain appropriate medical, mental health and dental care for a child. What constitutes adequate medical treatment for a child cannot be determined in a vacuum free of external influences, but rather, each case must be decided on its own particular facts. The focus of the CPS response are whether the caretaker failed to provide medical treatment and whether the child was harmed or placed at risk of harm as a result of the failure. Cultural and religious child-rearing practices and beliefs that differ from general community standards should not be considered a basis for medical neglect, unless the practices present a specific danger to the physical or emotional safety of the child.

- **Treatment or care must be necessary.** The statutory definition of medical neglect requires that the parent neglects or refuses to provide necessary care for the child's health. Therefore, the LDSS must establish that the caretaker's failure to follow through with a complete regimen of medical, mental health or dental care for a child was necessary for the child's health. The result of the caretaker's failure to provide necessary care could be illness or developmental delays. The

challenging issue is determining when medical care is necessary for the child's health. Obviously, life-saving medical treatment is necessary and falls within the definition. However, when parents or caretakers refuse medical care that is important to their child's well-being but is not essential to life, the issue becomes more complicated in determining whether the medical care is necessary.

- **Assess degree of harm (real or threatened) to the child.** When assessing whether the medical, mental health or dental treatment is necessary for the child's health, the LDSS should consider the degree of harm the child suffered as a result of the lack of care. If the child has yet to suffer harm, then the LDSS should assess the likelihood that the child will suffer harm. The greater the harm, the more necessary the treatment.
- In addition to harm, the LDSS should consider the type of medical, mental health or dental condition involved and whether the condition is stable or progressive. Whether the condition is stable or progressive may be an issue in determining the severity of the condition and the necessity of treatment. If the condition of the child is stable, then the LDSS may consider deferring to the caretaker's authority. If the condition is progressive and left untreated, then the LDSS may give lesser deference to the caretaker's authority.
- **Parent refuses treatment for life-threatening condition.** Pursuant to the Code of Virginia [§ 63.2-100](#), a parent's decision to refuse a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care when all the following conditions are met:
 - The decision is made jointly by the child and the parents or other person legally responsible for the child.
 - The child has reached 14 years of age and sufficiently mature to have an informed opinion on the subject of his medical treatment.
 - The child and the parents or other person legally responsible for the child have considered alternative treatment options.

- The child and the parents or other person legally responsible for the child believe in good faith that such decision is in the child's best interest.

The VAC provides definitions of some of the terms in the Code of Virginia.

([22 VAC 40-705-10](#)). “Particular medical treatment” means a process or procedure that is recommended by conventional medical providers and accepted by the conventional medical community.

“Sufficiently mature” is determined on a case-by-case basis and means that a child has no impairment of his cognitive ability and is of a maturity level capable of having intelligent views on the subject of his health condition and medical care.

“Informed opinion” means that the child has been informed and understands the benefits and risks, to the extent known, of the treatment recommended by conventional medical providers for his condition and the alternative treatment being considered as well as the basis of efficacy for each, or lack thereof.

“Alternative treatment options” means treatments used to prevent or treat illnesses or promote health and well-being outside the realm of modern conventional medicine.

“Life-threatening condition” means a condition that if left untreated more likely than not will result in death and for which the recommended medical treatments carry a probable chance of impairing the health of the individual or a risk of terminating the life of the individual.

- **Assess caretaker’s rationale.** The most singular underlying issue in determining whether a child is being deprived of adequate medical care, and therefore, a medically neglected child, is whether the parents have provided an acceptable course of medical treatment for their child in light of all the surrounding circumstances. The LDSS should consider whether the caretaker’s failure to provide necessary medical treatment was caused by ignorance or misunderstanding. The LDSS should consider whether the caretakers obtained accredited medical assistance and were aware of the seriousness of their child’s condition. The LDSS should weigh the possibility of a cure if a certain mode of treatment is undertaken and whether the caretakers provided their child with a treatment. The LDSS should consider whether the caretakers sought an alternative treatment

recommended by their physician and have not totally rejected all responsible medical authority.

- **Assess financial capabilities and poverty.** The LDSS should consider whether the caretaker's failure to provide necessary medical treatment was caused by financial reasons or poverty. Parents or caretakers should not be considered neglectful for the failure to provide necessary medical treatment unless they are financially able to do so or were offered financial or other reasonable means to do so. In such situations, a founded disposition may be warranted if, after appropriate counseling and referral, the parents still fail to provide the necessary medical care.

3.5.2.3.6 Child under alternative treatment

([22 VAC 40-705-30 B3b\(1\)](#)). A child who, in good faith, is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination, shall not for that reason alone be considered a neglected child in accordance with [§ 63.2-100](#) of the Code of Virginia.

The Code of Virginia provides that no child shall be considered an abused or neglected child only for the reason that the child is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination. The religious exemption to a founded disposition of child abuse or neglect mirrors the statute providing a religious defense to criminal child abuse and neglect.¹ This exemption means that a founded disposition cannot be based only upon the religious practices of the parents or caretakers. A founded disposition can be rendered for other reasons. For example, if the parent caused the injury in the first place, the religious exemption would not apply. The religious exemption to a founded disposition of abuse or neglect is designed to protect a family's right to

¹ See [§ 18.2-371.1C](#) of the Code of Virginia. Any parent, guardian or other person having care, custody, or control of a minor child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall not, for that reason alone, be considered in violation of this section.

freedom of religion. The religious exemption statute is not to provide a shield for a person to abuse or neglect a child.²

Should there be question concerning whether a child is under the treatment in accordance with a tenet or practice of a recognized church or religious denomination, the LDSS should seek the court's assistance. The court should decide whether the parent or caretaker is adhering to religious beliefs as the basis for refusal of medical or dental treatment.

3.5.2.3.7 Medical neglect of infants with life-threatening conditions

The Virginia Administrative Code [22 VAC 40-705-30 B3](#) states that medical neglect includes withholding of medically indicated treatment. The definition section of [22 VAC 40-705-10](#) et seq. defines withholding of medically indicated treatment as specific to infants. When conducting an investigation involving an infant deprived of necessary medical treatment or care, the LDSS must be aware of the ancillary definitions and guidance requirements.

([22 VAC 40-705-10](#)). "Withholding of medically indicated treatment" means the failure to respond to the infant's life-threatening condition by providing treatment (including appropriate nutrition, hydration, and medication) which in the treating physician's or physicians' reasonable medical judgment will be most likely to be effective in ameliorating or correcting all such conditions.

This definition applies to situations where parents do not attempt to get a diagnosis even when the child's symptoms are severe and observable.

- **Withholding of medically indicated treatment when treatment is futile.**

([22 VAC 40-705-30 B3b\(2\)](#)). For the purposes of this chapter, "withholding of medically indicated treatment" does not include the failure to provide treatment (other than appropriate nutrition, hydration, or medication) to an infant when in the treating physician's or physicians' reasonable medical judgment:

² The United States Supreme Court held in 1944 that "parents may be free to become martyrs themselves. But it does not follow that they are free, in identical circumstances, to make martyrs of their children before they can reach the age of full and legal discretion when they can make that choice for themselves." *Prince v. Massachusetts*, 321 U.S. 158, 170 (1944).

- a. The infant is chronically and irreversibly comatose;
- b. The infant has a terminal condition and the provision of such treatment would (i) merely prolong dying; (ii) not be effective in ameliorating or correcting all of the infant's life-threatening conditions; (iii) otherwise be futile in terms of the survival of the infant; or (iv) be virtually futile in terms of the survival of the infant and the treatment itself under such circumstances would be inhumane.

- **Definition of chronically and irreversibly comatose and terminal condition.**

(22 VAC 40-705-10). "Chronically and irreversibly comatose" means a condition caused by injury, disease or illness in which a patient has suffered a loss of consciousness with no behavioral evidence of self-awareness or awareness of surroundings in a learned manner other than reflexive activity of muscles and nerves for low-level conditioned response and from which to a reasonable degree of medical probability there can be no recovery.

(22 VAC 40-705-10). "Terminal condition" means a condition caused by injury, disease or illness from which to a reasonable degree of medical probability a patient cannot recover and (i) the patient's death is imminent or (ii) the patient is chronically and irreversibly comatose.

3.5.2.3.8 Screening decision for substance-exposed infant (SEI) reports

A report of an SEI, which meets one of the three circumstances outlined in § [63.2-1509](#) of the Code of Virginia, is sufficient to initiate a CPS response. However, if a report of SEI is made by a healthcare provider and screened out, the LDSS should advise the caller to refer the mother and child to the local Community Services Board (CSB), Opioid Treatment Program, Medication Assisted Treatment provider, home visiting program and/or local public health department to ensure a Plan of Safe Care is developed for the mother and child. See [Section 10: Substance-Exposed Infants](#) for specific guidance relating to this special population.

3.5.2.4 Question 4: Does the LDSS have jurisdiction to conduct the family assessment or investigation?

The Code of Virginia § [63.2-1503 A](#) provides the LDSS with the jurisdictional authority to conduct investigations of reports or complaints alleging child abuse and neglect. Jurisdiction determines which LDSS has primary responsibility for responding to a complaint or report of abuse or neglect.

The LDSS that first receives a report or complaint must determine if they have jurisdiction and which LDSS is the local department of jurisdiction.

The VAC defines local department of jurisdiction as:

([22 VAC 40-705-10](#)). "Local department of jurisdiction" means the local department in the city or county in Virginia where the alleged victim child resides or in which the alleged abuse or neglect is believed to have occurred. If neither of these is known, then the local department of jurisdiction shall be the local department in the county or city where the abuse or neglect was discovered.

If the LDSS that first receives a complaint or report of child abuse or neglect has jurisdiction, that local department becomes the local department of jurisdiction and shall assume responsibility to determine the validity of the complaint or report; and, if valid, shall ensure that a family assessment or investigation is conducted.

If the LDSS that first receives a complaint or report of child abuse or neglect does not have jurisdiction, that local department must determine the local department of jurisdiction and **immediately** do each of the following:

- Document and transfer the complaint or report in the child welfare information system.
- Make verbal contact with a Family Services Specialist or Supervisor at the local department of jurisdiction and advise them of the transfer.
- Advise the person making the complaint or report of the name and telephone number for the local department of jurisdiction.

Only a local department of jurisdiction may determine the validity of a complaint or report of child abuse or neglect; and, if valid, conduct an investigation or family assessment.

If the criteria for where the abuse or neglect occurred and where the child resides are different, the priority for the local department of jurisdiction should be given to the jurisdiction where the abuse or neglect occurred only if there is a joint investigation with law enforcement in that jurisdiction associated with the

allegations. Otherwise, the local department of jurisdiction should be where the child resides to ensure the provision of services to the child and family.

3.5.2.4.1 Lack of jurisdiction not sufficient to invalidate complaint or report

The LDSS may not invalidate a complaint or report because they are not the local agency of jurisdiction. The LDSS must **immediately** document and transfer the complaint or report in the child welfare information system to the local agency of jurisdiction as instructed in [Section 3.5.2.4](#).

3.5.2.4.2 Out-of-state jurisdiction

If the complaint or report belongs out-of-state, then the LDSS must make a referral to the appropriate agency in the other state, document the referral in the child welfare information system, and then invalidate the referral for lack of jurisdiction in the child welfare information system.

3.5.2.4.3 Transfer jurisdiction of complaint or report to local department of jurisdiction

The LDSS transferring a complaint or report to the local department of jurisdiction must immediately:

- Document and transfer the complaint or report in the child welfare information system;
- Make verbal contact with a Family Services Specialist or Supervisor at the local department of jurisdiction and advise them of the transfer;
AND
- Advise the person making the complaint of the name and telephone number for the local department of jurisdiction. VDSS maintains a [Local Department of Social Services Directory](#) with contact information for each local agency.

The LDSS transferring a complaint or report must do so **immediately** because the receiving local department of jurisdiction is responsible for ensuring the initial response is initiated within the determined response time. See [Section 3.8 Screen valid complaints and reports for priority](#).

3.5.2.4.4 Responsibilities of the local department of jurisdiction receiving the complaint

The local department of jurisdiction receiving a complaint or report shall assume responsibility for determining the validity of the complaint or report; and, if valid, ensure that a family assessment or investigation is conducted. The local department of jurisdiction must also ensure the initial response is initiated within the determined response priority.

3.5.2.4.5 Assistance between local department of jurisdiction

([22 VAC 40-705-4013](#)). A local department of jurisdiction may ask another local department that is a local department of jurisdiction to assist in conducting the family assessment or investigation. If assistance is requested, the local department shall comply.

The local department of jurisdiction may ask another local department of jurisdiction to assist in conducting the CPS family assessment or investigation. Assistance shall be provided upon request. Assistance may include conducting courtesy interviews of the alleged victim child, the alleged victim child's parents or other caretakers, and the alleged abuser or neglecter. Assistance may also include arranging for appointments, scheduling meetings, counseling sessions, or any other professional contacts and services for the alleged victim child and siblings, the child's parents or other caretakers, or alleged abuser or neglecter.

- When a party relocates outside of the investigating LDSS's jurisdiction. The Code of Virginia § 63.2-1503 H specifically addresses the circumstances when a party to a report or complaint of abuse or neglect relocates outside of the jurisdiction of the investigating LDSS.
- When the alleged victim child, and/or the child's parents or other caretakers who are the subject of the family assessment or investigation relocate out of the jurisdiction of the LDSS responsible for the family assessment or investigation, the LDSS of jurisdiction shall notify the CPS Unit of the LDSS where the parties relocated, whether inside or outside of Virginia. The LDSS of jurisdiction may seek assistance from the other LDSS in completing the investigation. The notified LDSS shall respond to the receiving LDSS's request for

assistance in completing the family assessment or investigation. Any LDSS in Virginia so requested shall comply.

- LDSS shall share relevant case record information. When one local department of jurisdiction requests another local department of jurisdiction to assist in completing a family assessment or an investigation or providing services, the requesting local department of jurisdiction shall contact the receiving local department of jurisdiction by telephone before transferring the record within the child welfare information system. The receiving local department of jurisdiction shall then arrange protective and rehabilitative services as needed or appropriate, and assist in a timely completion of the investigation or family assessment. All written notification and letters (i.e., disposition letters and notification of appeal rights) remain the responsibility of the original local department of jurisdiction conducting the family assessment or investigation. The local department of jurisdiction shall continue to retain case materials not entered into the child welfare information system and provide the receiving local department of jurisdiction with relevant portions of the case record necessary to provide services or to complete the investigation or family assessment.

([22 VAC 40-705-40 I4](#)). A local department of jurisdiction may ask another local department through a cooperative agreement to assist in conducting the family assessment or investigation.

- **Cooperative agreements between LDSS.** A local department of jurisdiction may request assistance from a local department that is not necessarily a local department of jurisdiction. A cooperative agreement may be developed between the two LDSS to address guidelines, parameters, and follow-up requirements.

3.5.2.4.6 The appearance of a conflict of interest

Family assessments or investigations involving recognized figures, local or county officials, former employees, and other persons who are well known within the community may raise the appearance of a conflict of interest for an LDSS.

In order to assure that the response to such cases is and appears to be impartial, the local department of jurisdiction may contact a neighboring locality and develop the appropriate guidelines for completion of the family assessment or investigation. The LDSS may develop a cooperative agreement to ensure that the report receives an appropriate response.

The local department of jurisdiction should request a neighboring locality to conduct any investigation in reports involving a foster child when the child is placed in a locally approved foster home.

When considering transferring a report or complaint of child abuse or neglect because of the appearance of a conflict of interest, the LDSS may seek guidance from the CPS Regional Consultant.

3.5.2.4.7 Family assessments or investigations involving employees of LDSS

The Code of Virginia [§ 63.2-1509](#) provides the juvenile and domestic relations district court the authority to determine jurisdiction of the investigation if the alleged abuser or neglecter is an employee of the LDSS where the report or complaint was received. The purpose of this statute is to ensure a fair investigation and preserve impartiality.

The VAC states:

([22 VAC 40-705-40 H4](#)). If a local department employee is suspected of abusing or neglecting a child, the complaint or report of child abuse or neglect shall be made to the juvenile and domestic relations district court of the county or city where the alleged abuse or neglect was discovered. The judge shall assign the report to a local department that is not the employer of the subject of the report, or, if the judge believes that no local department in a reasonable geographic distance can be impartial in responding to the reported case, the judge shall assign the report to the court service unit of his court for evaluation pursuant to [§§ 63.2-1509](#) and [63.2-1510](#) of the Code of Virginia. The judge may consult with the department in selecting a local department to respond.

- **Jurisdiction: assignment of investigation by court to LDSS.** If a LDSS is assigned a report by the court, the family assessment or investigation should be conducted like any other.

3.5.2.4.8 LDSS cannot assume jurisdiction if abuse or neglect occurred in another state and the alleged abuser does not reside in Virginia

A LDSS shall not assume jurisdiction of an investigation or family assessment if the alleged abuse or neglect occurred in another state and the alleged abuser does not reside in Virginia, even if the alleged victim resides in Virginia at the time of the report. A LDSS should report the suspected abuse or neglect to CPS in the state where the abuse or neglect occurred. If the other state requests assistance in conducting the investigation or family assessment, the LDSS should comply. If services are needed for the child or family, the LDSS may open the case for services.

- **Transfer jurisdiction of investigation to another state.** If appropriate, the LDSS may request the other state to assume jurisdiction of the investigation. If the other state agrees to assume jurisdiction of the investigation, the LDSS should provide all information relevant to the investigation to the other state. The following information should be provided when making a referral:
 - The name, date of birth, and sex of child.
 - Any other name by which the child may be known.
 - The names of parent and/or guardian.
 - Any other names by which the parent and/or guardian may be known.
 - The current address including any directions.
 - Last known address.
 - Statement of why the referral is being made.
 - Brief social history of the child and the family.
 - A brief description of the LDSS's involvement with the family.

If the other state refuses to accept jurisdiction, then the LDSS must determine whether sufficient resources are available to conduct a thorough family assessment or investigation. The LDSS may not be able to gather sufficient evidence to make a determination of whether the abuse or neglect occurred. The LDSS must clearly document in the record if the LDSS is unable to

conduct the family assessment or investigation or unable to gather sufficient evidence to make a determination. The child welfare information system should be notified that the LDSS was unable to complete the response.

3.5.3 Universal screening for domestic violence (DV)

All valid reports should be screened to determine the presence of DV. There are several evidence based tools that can be used to screen for DV depending on who is being interviewed. The "HITS" (Hurt, Insult, Threaten, Scream) screening tool may be used to screen for DV with collaterals such as family members, professionals, service providers, anonymous callers and mandated reporters. The Women's Experience with Battering Tool (WEB) is designed to be used with potential victims of DV. These screening tools and additional guidance regarding DV and universal screening can be found in a new section of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence.](#)

3.5.4 Invalid report or complaint

[\(22 VAC 40-705-50 C\)](#). The local department shall not conduct a family assessment or investigate complaints or reports of child abuse or neglect that fail to meet all of the criteria in subsection B of this section.

Each of the four criteria outlined in [22 VAC 40-705-50 B](#) must be satisfied in order to achieve a valid complaint of abuse or neglect requiring a family assessment or an investigation. If the complaint or report of abuse or neglect fails to meet any one of the criteria, then the complaint or report is not valid and the LDSS has no authority to conduct a CPS family assessment or an investigation.

3.5.4.1 Additional information for screening reports of abuse or neglect regarding public school personnel

The Code of Virginia [§ 63.2-1511](#) states that "reasonable and necessary" force should be taken into account in determining validity of reports of abuse or neglect by public school employees. Appendix A in [Section 5: Out of Family Investigations](#) of this guidance manual has additional guidance for assessing the applicability of [§ 63.2-1511](#) for CPS out-of-family reports of school employees.

3.5.4.2 Screening consideration if alleged abuser is deceased

If the alleged abuser or neglector is deceased at the time of the report or dies during the course of the investigation, the LDSS must evaluate whether the

purpose of the investigation would be achieved. An investigation may be appropriate if there is a child victim in need of services or in order to prevent other abuse or neglect.

3.5.4.3 Prevention response for invalid report or complaint

If a report or complaint is determined to be invalid and the LDSS has determined that services need to be provided to prevent foster care, the LDSS should open a Prevention services case to provide services to the child and family. The Code of Virginia [§ 63.2-905](#) provides the legal authority to offer and provide foster care services, which includes services to a child who is in need of services to prevent or eliminate the need for foster care placement. A child in need of services may include a victim of sex trafficking or non-caretaker sexual abuse.

(§ [63.2-905](#) of the Code of Virginia). Foster care services are the provision of a full range of casework, treatment and community services, including but not limited to independent living services, for a planned period of time to a child who is abused or neglected as defined in [§ 63.2-100](#) or in need of services as defined in [§ 16.1-228](#) and his family when the child (i) has been identified as needing services to prevent or eliminate the need for foster care placement, (ii) has been placed through an agreement between the local board or the public agency designated by the community policy and management team and the parents or guardians where legal custody remains with the parents or guardians, or (iii) has been committed or entrusted to a local board or licensed child placing agency. Foster care services also include the provision and restoration of independent living services to a person who is over the age of 18 years but who has not yet reached the age of 21 years, in accordance with [§ 63.2-905.1](#).

Refer to the VDSS Child and Family Services Manual, [Chapter B. Prevention](#), Section 4, for further guidance regarding prevention services.

3.5.4.4 Universal response to invalid complaints or reports of child human trafficking

All complaints or reports alleging a child is a victim of human trafficking require the LDSS complete a human trafficking assessment, unless during the course of the human trafficking assessment it is determined an investigation or family assessment is required by law or is necessary to protect the safety of the child. The human trafficking assessment response creates a universal response by the child welfare system to the human trafficking of children. The purpose of the

human trafficking assessment is to assess both the safety and risk factors associated with the child victim and his family/caretaker(s) as well as the protective and rehabilitative service needs of the child victim and his family/caretaker(s). See [Section 4.2](#) for further guidance regarding the human trafficking assessment.

3.5.5 Required notifications if report or complaint is invalid

3.5.5.1 Notify complainant

If a report is determined to be invalid, the LDSS must inform the complainant of its lack of authority to take action. This notification must be documented in the child welfare information system.

3.5.5.1.1 Invalid complaint involving child care facility

If a report is not valid because it addresses general substandard conditions in a child care facility (such as quality of food or program issues in a day care setting or residential facility), but the conditions do not constitute abuse or neglect, the LDSS shall identify the proper regulatory authority and refer the caller to that regulatory authority. If there is no regulatory authority and no valid complaint for CPS investigation, the caller shall be informed that there is no agency with the authority to intervene.

3.5.5.1.2 Non-caretaker sexual abuse: information to be provided to reporter or complainant

The intake worker should explain the following to the person making the report or complaint alleging the non-caretaker sexual abuse of a child:

- The LDSS is not the agency authorized to investigate the report.
- The LDSS is required to report this information directly to law enforcement.

This includes allegations involving sex trafficking of a child by someone not in a caretaker role.

3.5.5.2 Notify law enforcement of non-caretaker sexual abuse

If a report is not valid because it alleges child sexual abuse perpetrated by a person who is not in a caretaker role, the LDSS is required to report the allegation to the local law enforcement agency. The worker should telephone the information to law enforcement in the jurisdiction where the abuse occurred in accordance with any local protocol or standard procedures for reporting sex offenses involving juvenile victims. If there is any reason to believe a child may be in danger, the report must be made immediately. In all other cases, the report must be made on the **same day** it is received. Additional procedures may be developed locally to ensure effective reporting and accountability.

3.5.5.3 Information to provide to law enforcement in non-caretaker sexual abuse

The intake worker should attempt to obtain as much information about the alleged sexual abuse as possible and forward that information to the local law enforcement agency. The intake worker should attempt to obtain the following information:

- The identity of the child and the identity of the alleged perpetrator (name, birth date, sex, address, child's school).
- Brief description of the alleged abuse.

3.6 Certain complaints shall be reported to the CA and others

3.6.1 Report certain cases of suspected child abuse or neglect

([22 VAC 40-705-50 D](#)). The local department shall report certain cases of suspected child abuse or neglect to the local attorney for the Commonwealth and the local law-enforcement agency pursuant to [§ 63.2-1503 D](#) of the Code of Virginia.

The following complaints and reports shall be reported by the LDSS to the attorney for the Commonwealth and local law enforcement agency **immediately but within two (2) hours** of receipt of the report. The LDSS shall provide records and information, including reports related to any complaints of abuse or neglect involving the victim(s) or the alleged perpetrator, related to the investigation of the complaint. The LDSS must document the date and time of notification to the local attorney for the Commonwealth and the local law enforcement agency in the child welfare information

system. This notification should be documented on the referral acceptance screen and in the referral as an Interview and Interaction (I and I).

3.6.1.1 Any death of a child

Any report or complaint alleging the death of a child as a result of abuse or neglect shall be immediately reported to the local attorney for the Commonwealth and the local law-enforcement agency.

See [Section 11, Child Deaths](#), of this guidance manual for additional requirements and guidance related to a report of a child death due to suspected abuse or neglect.

3.6.1.2 Any injury or threatened injury to a child involving a felony or Class I misdemeanor

Any report or complaint involving an injury (actual or threatened) that may have occurred as the result of a commission of a felony or a Class 1 misdemeanor shall be immediately reported to the local attorney for the Commonwealth and the local law-enforcement agency. Felony offenses are punishable with death or confinement in a state correctional facility; all other offenses are misdemeanors.³

Felonies are classified, for the purposes of punishment and sentencing, into six (6) classes; misdemeanors are classified into four (4) classes.⁴

3.6.1.3 Any sexual abuse, suspected sexual abuse or other sexual offense involving a child

Any sexual abuse, suspected sexual abuse, or other sexual offense involving a child, including but not limited to the use or display of the child in sexually explicit visual material, as defined in the Code of Virginia [§ 18.2-374.1](#) et seq., shall be reported to the local attorney for the Commonwealth office and local law enforcement agency. This includes criminal acts of commercial sex trafficking as defined in the Code of Virginia [§18.2-357.1](#).

³ [§ 18.2-8](#) of the Code of Virginia.

⁴ [§ 18.2-9](#) of the Code of Virginia.

3.6.1.4 Any abduction of a child

Any time a report or complaint alleges the abduction of a child, the LDSS shall make a report to the local attorney for the Commonwealth office and to local law enforcement agency.

3.6.1.5 Any felony or Class 1 misdemeanor drug offense involving a child

Any time a report or complaint alleges abuse or neglect of a child and the commission of a felony or a Class 1 misdemeanor drug offense, the LDSS shall notify the local attorney for the Commonwealth office and local law enforcement agency.

3.6.1.6 Contributing to the delinquency of a minor

Contributing to the delinquency of a minor in violation of the Code of Virginia [§ 18.2-371](#) shall be reported to the local attorney for the Commonwealth office and local law enforcement agency.⁵

3.6.1.7 Information to provide to Commonwealth's Attorney and law-enforcement agency

When making a report to the local attorney for the Commonwealth and local law enforcement agency, the LDSS shall make available all of the information upon which the report is based, including the name of the complainant and records of any complaint of abuse or neglect involving the victim or the alleged perpetrator.

3.6.1.8 Other criminal acts related to child abuse or neglect

Other felonies and misdemeanors, not specifically identified for reporting by the Code of Virginia, may be related to child abuse or neglect. The reporting of these

⁵ The Code of Virginia [§ 18.2-371](#) defines contributing to the delinquency of a minor as:

Any person 18 years of age or older, including the parent of any child, who (i) willfully contributes to, encourages, or causes any act, omission, or condition which renders a child delinquent, in need of services, in need of supervision, or abused or neglected as defined in [§16.1-228](#), or (ii) engages in consensual sexual intercourse or anal intercourse with or performs cunnilingus, fellatio, or anilingus upon or by a child 15 or older not his spouse, child, or grandchild, is guilty of a Class 1 misdemeanor. This section shall not be construed as repealing, modifying, or in any way affecting §§ [18.2-18](#), [18.2-19](#), [18.2-61](#), [18.2-63](#), and [18.2-347](#).

offenses must be in accordance with guidance developed by the LDSS in conjunction with the community's law enforcement and judicial officials.

3.6.2 Notification to law enforcement form

Written notification by the LDSS to the local law enforcement agency shall be made within **two (2) business days** of receipt of the report by the LDSS and shall be documented on the Notification to Law Enforcement from Child Protective Services form located in [Appendix C](#). The form is also available on the public [VDSS website](#) under forms. The notification form shall be signed by the LDSS representative making the notification and the law enforcement agency representative receiving the notification. The form and signatures may be completed electronically or in writing.

The Notification to Law Enforcement form has been updated to include complaints and reports involving unrelated violent sexual offenders left alone with a child. See [Section 3.6.3](#).

3.6.3 Report complaints involving violent sexual offenders

([§63.2-1503 D](#)). The local department shall notify the local attorney for the Commonwealth of all complaints of suspected child abuse or neglect involving the child's being left alone in the same dwelling with a person to whom the child is not related by blood or marriage and who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to [§ 9.1-902](#), immediately, but in no case more than two hours of receipt of the complaint, and shall provide the attorney for the Commonwealth with records and information of the local department that would help determine whether a violation of post-release conditions, probation, parole, or court order has occurred due to the nonrelative sexual offender's contact with the child.

All complaints or reports involving a child being left alone in the same dwelling with a violent sexual offender who is not related to the child by blood or marriage must be reported to local attorney for the Commonwealth **immediately but not more than two (2) hours** of receipt of the complaint or report.

The LDSS shall provide records and information to the local attorney for the Commonwealth that would help determine whether a violation of post-release conditions, probation, parole, or court order has occurred due to the nonrelative sexual offender's contact with the child.

The LDSS must document the date and time of notification to the local attorney for the Commonwealth in the child welfare information system. This notification should be documented on the referral acceptance screen and in the referral as an Interview and Interaction (I and I). The LDSS may use the Notification to Law Enforcement form which has been updated to include complaints and reports involving violent sexual offenders. The form is located in [Appendix C](#) and is also available on the public [VDSS website](#) under forms.

3.6.4 Memoranda of understanding with law enforcement and Commonwealth's attorney

The Code of Virginia [§ 63.2-1503 J](#) and the Virginia Administrative Code state:

([22 VAC 40-705-50 E](#)) Pursuant to [§ 63.2-1503 D](#) of the Code of Virginia, the local department shall develop, where practical, a memoranda of understanding for responding to reports of child abuse and neglect with local law enforcement and the local office of the commonwealth's attorney.

Since many situations are required to be reported to local law enforcement and/or the attorney for the Commonwealth, children and families will be better served if there is an understanding between these organizations and the LDSS. It is recommended that these agencies develop a written agreement regarding how varied situations will be handled, how communications should flow, etc. Provisions for roles and responsibilities of all parties, cross-training of staff, updating the agreement, and resolving problems are other examples of what the agreement should include in order for it to be an effective and continuous agreement among these agencies that are so vital to the protection of children.

3.6.5 Report military dependents to Family Advocacy Program

Effective July 1, 2017, all reports involving a dependent child of an active duty military member or a member of his household shall be reported to the Military Family Advocacy Program. This includes invalid complaints or reports.

([§ 63.2-1503 N](#) of the Code of Virginia) Notwithstanding any other provision of law, the local department, in accordance with Board regulations, shall transmit information regarding reports, complaints, family assessments, and investigations involving children of active duty members of the United States Armed Forces or members of their household to family advocacy representatives of the United States Armed Forces.

Once a report has been determined invalid and it involves a dependent child, the LDSS shall report the information to the Family Advocacy Program. This notification can be made either verbally or in writing and must be documented on the referral acceptance screen in the child welfare information system. This notification should include whether or not the military member is aware that the report has been made to CPS. If the report is valid, notification shall occur once the response is complete. See [Section 4.4.18.4](#) for notifications in a family assessment and [Section 4.5.34.9](#) regarding investigations.

For additional information about the Family Advocacy Program, contact information for a particular branch of the military or a specific installation, click [here](#).

3.7 Report Child Fatalities and Near *Fatalities*

3.7.1 Report a child fatality

([22 VAC 40-705-50 F](#)). The local department shall report to the following when the death of a child is involved:

1. When abuse or neglect is suspected in any case involving the death of a child, the local department shall report the case immediately to the regional medical examiner and the local law enforcement officer pursuant to [§ 63.2-1503 E](#) of the Code of Virginia.
2. When abuse or neglect is suspected in any case involving the death of a child, the local department shall report the case immediately to the attorney for the Commonwealth and the local law enforcement agency pursuant to [§ 63.2-1503 D](#) of the Code of Virginia.
3. The local department shall contact the department immediately upon receiving a complaint involving the death of a child and at the conclusion of the investigation.

The VAC requires the LDSS to immediately contact the Regional [Medical Examiner](#), attorney for the Commonwealth, local law enforcement, and the CPS Regional Consultant when a report or complaint alleging abuse or neglect involves the death of a child.

The LDSS must document the notifications in the child welfare information system.

See [Section 11, Child Deaths](#), of this guidance manual for additional requirements and guidance related to a report of a child death due to suspected abuse or neglect.

3.7.1.1 Examples of a child fatality

The [U.S. Department of Justice](#) indicates the majority of child fatalities can be categorized as the result of either acute or chronic maltreatment.

Acute maltreatment means the child's death is directly related to injuries suffered as a result of a specific incident of abuse or act of negligence. Often times, in cases of acute maltreatment the child has not been previously abused or neglected. Some examples of an acute maltreatment child fatality include:

- A child accesses an unsecured, loaded handgun in the home and fatally shoots himself.
- A young child is playing outside with siblings near the family pool. The caregiver briefly goes inside and when they return the young child is found unresponsive in the pool.
- A child is fatally thrown from a vehicle in a motor vehicle crash. It is determined the child was not restrained at the time of the accident.

Chronic maltreatment means the child's death is directly related to harm caused by abuse or neglect occurring over a period of time. Some examples of a chronic maltreatment child fatality include:

- A child receives fatal physical injuries and is diagnosed with Battered Child Syndrome/Chronic Physical Abuse. See [Section 2.8 Appendix A: Battered Child Syndrome](#) for more information on Battered Child Syndrome.
- A young child does not receive enough nutrition to sustain normal growth and development and is diagnosed with Nonorganic Failure to Thrive. See [Section 2.9 Appendix B: Failure to thrive syndrome](#) for more information on Failure to Thrive Syndrome.
- A child with a life-threatening medical condition does not receive necessary medical care or have access to life-sustaining medications. See [Section 2.5.3.2 Parent refuses treatment for life-threatening condition](#) and [Section 2.5.4 Child under alternative treatment](#) for information on additional factors to consider when evaluating for medical neglect.

3.7.2 Report "near fatality" of a child

The Child Abuse and Prevention Treatment Act (CAPTA) defines a "near fatality" as an act that, as certified by a physician, places the child in serious or critical condition. The VAC provides the following definitions:

(22VAC40-705-10) "Near fatality" means an act that, as certified by a physician, places the child in serious or critical condition. Serious or critical condition is a life-threatening condition or injury.

(22VAC40-705-10) "Life-threatening condition" means a condition that if left untreated more likely than not will result in death and for which the recommended medical treatments carry a probable chance of impairing the health of the individual or a risk of terminating the life of the individual.

Inherent within the definition of a near fatality is the requirement that a physician certify that the child is in serious or critical condition at the time of the report. Certification by a physician can be either in writing or verbal. Hospital records which indicate the child's condition is serious or critical and life threatening are sufficient. The physician certification must be documented in the child welfare information system.

Some questions the LDSS can ask the physician to help determine if the child's condition is a near fatality include, but are not limited to:

- Are the child's vital signs unstable?
- Is the child ill or unconscious?
- Is the outcome questionable or unfavorable?
- Does the child require hospitalization in an intensive care unit?
- Does the child require significant intervention in terms of airway management, ventilatory support and fluid, or medication resuscitation?

3.7.2.1 Examples of a near fatality of a child

Some examples of a near fatality by type of abuse or neglect include:

- **Physical Abuse:** A child has been diagnosed with Abusive Head Trauma and has been admitted to the Intensive Care Unit of the hospital. The

attending physician has indicated the child's prognosis is poor and the child is in critical condition.

- **Physical Neglect:** A child overdoses on the caretaker's psychotropic medication that had not been stored properly. The child is in a coma and the doctor reports the child may die.
- **Physical Neglect (FTT):** A child is admitted to the pediatric intensive care unit due to significant weight loss and possible malnutrition. The doctor has diagnosed the child as non-organic Failure to Thrive and states the child is seriously ill.
- **Medical Neglect:** A child with diabetes is admitted to the hospital due to medical complications directly related to the caretakers not following the prescribed medical treatment (giving the child their insulin). The hospital records indicate the child presented in a life threatening condition.

Child maltreatment deaths may involve a delay between the time the child is determined to be in critical or serious condition and the subsequent death of the child.

3.7.2.2 Notification and documentation of near fatalities

The LDSS must inform the CPS Regional Consultant as soon as possible of all situations which constitute a near fatality and document the notification in the child welfare information system.

The LDSS must document situations which constitute a near fatality of a child in the child welfare information system in conjunction with the type of abuse or neglect that is alleged to have caused the near fatality.

If during the course of the investigation the child dies, the child welfare information system must be changed to reflect the fatality. A child cannot be considered a near fatality and a fatality.

Additional guidance on disclosing near fatality information and findings can be located in [Section 11, Child Deaths](#), of this guidance manual.

3.8 Screen valid complaints and reports for priority

The LDSS must consider and analyze all the information collected at the time of the referral to determine the most appropriate response to initiate a family assessment or investigation based on the child's immediate safety or other factors.

Response time is defined in the VAC:

[\(22VAC40-705-10\)](#) "Response time" means a reasonable time for the local department to initiate a valid report of suspected child abuse or neglect based upon the facts and circumstances presented at the time the complaint or report is received.

The LDSS determines urgency of response time for valid reports by completing the response priority decision trees in the CPS Intake Tool documented in the child welfare information system. The response priority decision trees are designed to assist in determining how quickly to initiate the response. Selections made on the response priority decision trees must relate to supporting narrative in the child welfare information system.

Timeliness of the initial response is calculated from the date and time of the referral. There are three (3) response levels:

- Response 1 (R1): as soon as possible **within 24 hours** of the date and time of the referral
- Response 2 (R2): as soon as possible **within 48 hours** of the date and time of the referral
- Response 3 (R3): as soon as possible **within 40 work hours** of the date and time of the referral

For example, if a valid report is received on Monday at 10:20 am, the timeliness of the initial response would be calculated as follows based on the three response levels:

Response 1 (R1): as soon as possible but no later than Tuesday at 10:20 am

Response 2 (R2): as soon as possible but no later than Wednesday at 10:20 am

Response 3 (R3): as soon as possible but no later than the following Monday at 10:20 am

All decisions to override the response level must be approved by the supervisor and documented in the child welfare information system. Copies of the CPS Intake Tool and

definitions are located on the forms webpage on the [DSS public website](#). Since determining urgency of response is critical for valid reports, the following guidance is provided:

([22 VAC 40-705-50 G](#)): Valid complaints or reports shall be screened for high priority based on the following:

1. The immediate danger to the child;
2. The severity of the type of abuse or neglect alleged;
3. The age of the child;
4. The circumstances surrounding the alleged abuse or neglect;
5. The physical and mental condition of the child; and
6. Reports made by mandated reporters.

3.8.1 The immediate danger to the child

The following information should be gathered, when possible, and should be evaluated in addition to the specifics of the complaint:

- Is the child in current distress, injured, or otherwise in an unsafe environment?
- What plans do the caretakers have for the future or continued protection of the child?
- Has the abuse or neglect diminished or stopped, or is the child thought to be at risk of continued abuse or neglect?
- Is the living situation immediately dangerous?
- Is any child currently left unsupervised who is age 8 or under or too disabled to care for self?
- Is the caretaker not available and no provision made for child's care?
- Is law enforcement requesting immediate response?

- Will perpetrator have access to child in next 48 hours?
- Are severe parental or caretaker substance abuse, developmental disabilities, or mental illness issues present AND no other appropriate caretaker is present?
- Does child's behavior put self at risk and caretaker does not respond appropriately?
- Is the child in an alternative safe environment?
- Has a substantial amount of time passed since the incident occurred?

3.8.2 The severity of the type of abuse or neglect alleged

The following information should be gathered, when possible, and should be evaluated in addition to the specifics of the complaint:

- Are there allegations or evidence of broken bones, fractures, cuts, broken skin, severe bruising, or serious maltreatment?
- Were instruments or other items, such as guns, knives, or belts, used in the infliction of the abuse or neglect?
- Is the neglect or abuse of a continuing or chronic nature? Is there evidence establishing a pattern of abusive or neglectful behavior?
- Is the threat of abuse or neglect imminent?
- Can the caretaker be located? Is the caretaker not available?
- Is it likely that the precipitating event or one similar will reoccur?
- Are factors in the environment (both in and outside the home) observed to have an impact on the actual or threat of harm to the child?
- Were severe or bizarre disciplinary measures used, or was abuse premeditated?
- Is medical care required; or are significant bruises, contusions, or burns evident?

- Is caretaker's behavior toward child extreme, severe, or bizarre?

3.8.3 The age or vulnerability of the child

The following information should be gathered, when possible, and should be evaluated in addition to the specifics of the complaint:

- Does the child's age, sex, developmental level, chronological age, or maturation level effect the child's vulnerability to abuse or neglect?
- What is the child's capacity to protect him or herself from future abuse or neglect?
- Is the child able to express thoughts or responses regarding the allegation of abuse or neglect?
- Is the child currently alone with, or repeatedly left alone with, a non-related violent sex offender?
- Does information show observable and substantial impairment in child's ability to function in a developmentally appropriate manner?

3.8.4 The circumstances surrounding the alleged abuse or neglect

The following information should be gathered, when possible, and should be evaluated in addition to the specifics of the complaint:

- Who is responsible for the abuse or neglect?
- What is being reported?
- When did the abuse or neglect occur?
- Where did the abuse or neglect occur?
- Were other individuals aware or witness to the circumstances of the abuse or neglect?
- Are siblings of the victim child aware or witness to the abuse or neglect?

- Did the abuse or neglect occur during a punishment or instructional contact with the child?
- What is the likelihood that the circumstances leading to the abuse or neglect will reoccur?
- Is the allegation exposure to drug-related activity and/or involves a meth lab?
- Is the family about to flee or have a history of fleeing?
- Is non-involved caretaker's response appropriate and protective of child?
- Is non-involved caretaker unaware of abuse or is the response to abuse unknown?
- Does perpetrator have access, or is child afraid to go home?

3.8.5 The physical and mental condition of the child

The following information should be gathered, when possible, and should be evaluated in addition to the specifics of the complaint:

- Is the child thought to be of normal development and possess the ability to communicate during the investigation?
- Are there known illnesses, developmental delays, or other impediments to normal growth and development of the victim child?
- Does the child's perception of his role impact his or her vulnerability for abuse or neglect?
- Does child appear seriously ill or injured and in need of immediate medical care?
- Is any child age eight (8) or under or limited by disability?

3.8.6 Complaints made by mandated reporters

The following information should be gathered, when possible, and should be evaluated in addition to the specifics of the complaint:

- When was the mandated reporter made aware of the circumstances involving the alleged abuse or neglect?
- In what capacity did the mandated reporter know the alleged victim child? What was the relationship between the alleged victim child and the mandated reporter?
- Has the mandated reporter discussed the circumstances with the child? With the parents? Other professionals?
- Does the mandated reporter possess other relevant information such as knowledge about the living conditions or other environmental factors?
- What actions or services are recommended by the mandated reporter?

3.8.7 Initiating a response to a valid report

Timeliness of the initial response is calculated from the date and time when the referral is received. *The initial response is the first completed contact with the alleged victim.* The LDSS shall conduct a face-to-face interview with and observe the alleged victim child **within the initial response priority level assigned**, as this contact is critical to assessing the safety of the child and is the required federal measure. Sometimes the LDSS's initial efforts to respond to the report will not be successful such as when no one is home; however, the LDSS must use reasonable diligence to locate the alleged victim within the determined response priority. For more guidance on reasonable diligence, refer to [Section 4: Assessments and Investigations](#) of this manual.

To ensure the face-to-face contact with the alleged victim is completed within the required response priority, the supervisor must establish the date and time of the supervisory consultation at the time of referral assignment. The supervisory consultation must occur in advance of the expiration of the response priority to ensure the contact is completed within the mandated time frame. The consultation must include a discussion of the CPS worker's reasonable diligence documented in the child welfare information system and a solution to ensure a face-to-face contact is completed with the alleged victim within the response priority. The supervisory consultation must be documented in the child welfare information system.

All contacts, attempted or completed, in the family assessment and investigation must be entered into the child welfare information system to document the LDSS's response to the report and to document compliance with CPS program requirements. This

includes documentation of all attempted contacts as well as case planning that affect the initiation of the family assessment or investigation; *however, only completed face-to-face contacts with the alleged victim satisfy the timeliness of initial response measure.*

The VAC further addresses response time:

[\(22VAC40-705-50 H\)](#) The local department shall respond within the determined response time.

[\(22VAC40-705-80 A1\)](#) The child protective services worker shall conduct a face-to-face interview with and observe the alleged victim child within the determined response time.

Initial response may or may not be the same as first meaningful contact. See [Section 4, Family Assessment and Investigation](#), of this guidance manual for further guidance on first meaningful contact and initial safety assessment.

The LDSS may not respond to a complaint or report of child abuse or neglect to determine the validity of the referral. The validity determination must be made prior to the response of the LDSS. Once the LDSS responds to a complaint or report of child abuse or neglect, the LDSS is responsible for ensuring the completion of a family assessment or investigation.

3.8.8 Response time for child less than two years of age

Effective July 1, 2017, all valid reports that involve a child victim less than two years of age must receive an R1 response (**within 24 hours**).

3.9 Determine the appropriate response: family assessment or investigation

The Code of Virginia [§ 63.2-1503 I](#) authorizes the LDSS to determine validity of a complaint or report. For all valid complaints or reports, the LDSS shall determine whether to conduct a family assessment or an investigation.

After the decisions regarding validity and urgency, a decision must be made as to whether to conduct a family assessment or an investigation. Certain complaints or reports are required by the Code of Virginia to be investigated.

Effective July 1, 2017, all valid substance exposed infant (SEI) reports shall receive a family assessment unless an investigation is required by law or necessary to protect the safety of the child. See [Section 10: Substance Exposed Infants](#) for new requirements and guidance when responding to SEI reports.

Effective July 1, 2018, all valid complaints or reports involving a child's being left alone in the same dwelling with a person to whom the child is not related by blood or marriage and who has been convicted of an offense against a minor which registration is required as violent sexual offender shall receive an investigation. The family assessment track is no longer permitted for these valid complaints or reports.

(§ [63.2-1506 C](#) of the Code of Virginia) When a local department has been designated as a child-protective services differential response agency by the Department, the local department may investigate any report of child abuse or neglect, but the following valid reports of child abuse or neglect shall be investigated: (i) sexual abuse, (ii) child fatality, (iii) abuse or neglect resulting in serious injury as defined in § [18.2-371.1](#), (iv) cases involving a child's being left alone in the same dwelling with a person to whom the child is not related by blood or marriage and who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § [9.1-902](#), (v) child has been taken into the custody of the local department, or (vi) cases involving a caretaker at a state-licensed child day center, religiously exempt child day center, licensed, registered or approved family day home, private or public school, hospital or any institution. If a report or complaint is based upon one of the factors specified in subsection B of § [63.2-1509](#), the local department shall (a) conduct a family assessment, unless an investigation is required pursuant to this subsection or other provision of law or is necessary to protect the safety of the child, and (b) develop a plan of safe care in accordance with federal law, regardless of whether the local department makes a finding of abuse or neglect.

(§ [18.2-371.1 A](#) of the Code of Virginia) Any parent, guardian, or other person responsible for the care of a child under the age of 18 who by willful act or omission or refusal to provide any necessary care for the child's health causes or permits serious injury to the life or health of such child shall be guilty of a Class 4 felony. For purposes of this subsection, "serious injury" shall include but not be limited to (i) disfigurement, (ii) a fracture, (iii) a severe burn or laceration, (iv) mutilation, (v) maiming, (vi) forced ingestion of dangerous substances, or (vii) life-threatening internal injuries.

3.9.1 Make the response track decision

Family assessments are conducted when the concerns outlined in the report indicate inadequate parenting or life management rather than dangerous parenting practices and actions. The VAC defines family assessment as follows:

[\(22 VAC 40-705-10\)](#). “Family assessment” means the collection of information necessary to determine:

1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and family that will deter abuse or neglect;
- 3 Risk of future harm to the child; and
4. Alternative plans for the child’s safety if protective and rehabilitative services are indicated and the family is unable or unwilling to participate in services. These arrangements may be made in consultation with the caretaker(s) of the child.

An investigation is conducted when the allegations in the report are required by statute or indicates there is serious abuse or neglect resulting in immediate or impending harm to the child. The VAC defines an investigation as follows:

[\(22 VAC 40-705-10\)](#).

"Investigation" means the collection of information to determine:

1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and family that will deter abuse or neglect;
3. Risk of future harm to the child;
4. Alternative plans for the child’s safety if protective and rehabilitative services are indicated and the family is unable or unwilling to participate in services;
5. Whether or not abuse or neglect has occurred;
6. If abuse or neglect has occurred, who abused or neglected the child; and
7. A finding of either founded or unfounded based on the facts collected during the investigation.

The immediate danger to the child and the severity of the alleged abuse or neglect are crucial factors to be considered. This guidance is not intended to be all inclusive and does not replace the LDSS judgment regarding alleged safety threats and risk factors.

The LDSS completes the differential response decision on the CPS Intake Tool in the child welfare information system. This checklist and the definitions assist with

consideration of statutory mandates for the investigation track and other serious situations which may be appropriate for the investigation track. The CPS Intake Tool is located on the [DSS public website](#).

Additional guidance regarding track decisions when DV is involved can be found in section 1.4.4.2 of the [VDSS Child and Family Services Manual, Chapter H, Domestic Violence](#).

The following variables should be considered when determining the track. The LDSS should assign a report to the investigation track if one or more of the following variables are present:

- If there is a **third** valid CPS report within 12 months, it must be investigated.
- Type and severity of alleged abuse. Serious injuries as defined in [§ 18.2-371.1](#) are required by the Code of Virginia to be investigated. Those injuries include but are not limited to disfigurement, bone fractures, severe burns or lacerations, mutilation, maiming, forced ingestion of dangerous substances, and life-threatening internal injuries. A serious injury also includes brain damage, subdural hemorrhage or hematoma, dislocations, sprains, scalds or any other physical injury that seriously impairs the health or well-being of the child and requires medical treatment (e.g., suffocating, shooting, significant bruises/welts, bite marks, choke marks). Non-organic failure to thrive of an infant.
- Use of excessive physical discipline or physical force. This includes using torture or excessive physical force, or acting in a way that bears little resemblance to reasonable discipline given the child's age and stage of development; or caretaker punished child beyond the duration of the child's endurance. (e.g., punching child in head or stomach, tying child up, locking child in a closet, slamming child against wall, or punishing child in a way that produces humiliation or degradation, punishing child for acts that are outside child's control).
- History of abuse or neglect. Consider previous maltreatment by a caretaker that was serious enough to have caused a severe injury. Take into consideration if parental rights have been terminated on any other children as a result of prior child maltreatment.

- Caretaker failed to benefit from previous professional help. Consider if the caretaker previously maltreated a child in their care and was referred for services, but did not participate in or did not benefit from those services.
- Child's age and ability to self-protect. The age of the child is a critical factor since any abuse or neglect to a child six (6) years of age and under has the potential to constitute a serious and immediate safety threat to the child's health and safety. Consider the presence of a disability that affects the child's ability to self-protect regardless of age.
- Threaten to cause harm or retaliate against the child. Consider if there is a threatening action that would result in serious harm or a household member plans to retaliate against the child for CPS involvement. Consider whether or not the caretaker's behavior is violent or out of control.
- Living conditions. Child's physical living conditions are reported to be hazardous and immediately threatening, based on the child's age and developmental status. This includes reports indicating illegal drugs are being sold or manufactured in the home and unsecured weapons.
- Child's proximity to DV incident. Consider if the child was in immediate danger of serious physical harm by being in close proximity to an incident(s) of assaultive behavior/DV between adults in the household.
- If there is reason to believe that a child's safety will be jeopardized if parental cooperation cannot be obtained prior to interviewing the child.

If the allegations are not required by statute to be investigated or do not include any of the above variables, the report may be placed in the family assessment track.

The track decision should be made at intake, before responding, if at all possible.

If sufficient information cannot be obtained from the complainant, the track assignment can be made at the point of the first meaningful contact with any parties named in the complaint. Additional local criteria for track assignment may be developed, but the criteria must be consistently applied within the locality. The chart that follows is intended to assist local CPS staff in evaluating child abuse and neglect reports for placement in a response track.

The LDSS may not respond to a complaint or report of child abuse or neglect to determine the validity of the referral. The validity determination must be made prior to the response of the LDSS. Once the LDSS responds to a complaint or report of child abuse or neglect, the LDSS is responsible for ensuring the completion of a family assessment or investigation.

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3.9.2 CPS Report Placement Chart

FAMILY ASSESSMENT RESPONSE	INVESTIGATION RESPONSE
<p>Mandated by Code of Virginia (§ 63.2-1506 C):</p> <ul style="list-style-type: none"> - Substance Exposed Infant reports shall be handled as a Family Assessment. 	<p>Mandated by Code of Virginia (§ 63.2-1506 C):</p> <ul style="list-style-type: none"> - All sexual abuse allegations - Any child fatality - Abuse or neglect resulting in serious injury as defined in § 18.2-371.1 * [also consider medical neglect of disabled infant with life threatening condition (Baby Doe)]; - Child taken into agency custody due to abuse or neglect (§ 63.2-1517) - Child taken into protective custody by physician or law enforcement, pursuant to § 63.2-1517 - All allegations regarding a caretaker in a designated out of family setting as defined in § 63.2-1506 C - Child's being left alone in the same dwelling with a person to whom the child is not related by blood or marriage and who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to §9.1-902
<p>Policy mandate:</p> <p>After a family has received two (2) valid CPS reports within 12 months, the third report must be investigated.</p>	<p>Policy mandate: All allegations regarding a caretaker in an out of family setting of any kind, i.e. foster homes, day care, residential facilities.</p>
<p>Examples of when this response may be most appropriate:</p> <p>Physical Abuse:</p> <p>Abusive treatment of a child that may or may not have caused a minor injury – no medical treatment required.</p> <p>Mental Abuse:</p> <p>Child is experiencing minor distress or impairment; child's emotional needs are sporadically met but there</p>	<p>Examples of when this response is most appropriate, but not mandated by law:</p> <p>Physical Abuse:</p> <p>Physical abuse that causes or threatens to cause serious injury (other than that defined in § 18.2-371.1*); or that may require medical evaluation, treatment or hospitalization.</p> <p>Reports of children present during the sale or manufacture of illegal substances; and highly</p>

<p>are behavioral indicators of negative impact. Child exposed to DV.</p> <p><u>Neglect:</u></p> <p>Lack of supervision where child is not in danger at time of report; minor injuries suggesting inattention to child safety.</p>	<p>recommend these be investigated jointly with law enforcement.</p> <p><u>Mental Abuse:</u></p> <p>Child is experiencing serious distress or impairment; child's emotional needs allegedly are not being met or are severely threatened.</p> <p><u>Neglect:</u></p> <p>Lack of supervision that causes or may cause serious injury or illness; injury or threat of injury due to use of weapons in the home.</p> <p><u>Non-Organic Failure to Thrive:</u></p> <p>Child is an infant and at imminent risk of severe harm.</p> <p><u>Child Abandonment</u> referrals.</p> <p>Third valid CPS report in 12 months</p>
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* Note that [§ 18.2-371.1 A](#) includes, but is not limited to, disfigurement, fracture, severe burns or lacerations, mutilation, maiming, forced ingestion of dangerous substances, or life threatening internal injuries.

3.10 Appendix A: Children home alone

Virginia state statutes do not set a specific age after which a child legally can stay alone.* Age alone is not a very good indicator of a child's maturity level. Some very mature 10-year-olds may be ready for self-care while some 15-year-olds may not be ready due to emotional problems or behavioral difficulties. In determining whether a child is capable of being left alone and whether a parent is providing adequate supervision in latchkey situations, CPS will assess several areas. These areas include:

- **Child's level of maturity.** CPS will want to assess whether the child **is physically capable** of taking care of himself; **is mentally capable** of recognizing and avoiding danger and making sound decisions; **is emotionally ready** to be alone; knows what to do and whom to call if an emergency arises; and has special physical, emotional, or behavioral problems that make it unwise to be left alone. **It is important to note that a child who can take care of him/herself may not be ready to care for younger children.**
- **Accessibility of those responsible for the child.** CPS will want to determine the location and proximity of the parents, whether they can be reached by phone and can get home quickly if needed, and whether the child knows the parents' location and how to reach them.
- **The situation.** CPS will want to assess the time of day and length of time the children are left alone; the safety of the home or neighborhood; whether the parents have arranged for nearby adults to be available in case a problem arises; and whether there is a family history of child abuse or neglect.

* Some localities have ordinances concerning the age at which a child may be left without supervision.

3.11 Appendix B: Distinguishing between accidental and non-accidental injury

One of the most critical responsibilities of child welfare staff during the investigation or review of a child's death is to distinguish between accidental and non-accidental injuries. This is particularly difficult when staff must distinguish between accidents in which chronic neglect or inadequate supervision was a factor and those where neglect is not a concern. In most cases, medical input will be required to make such a determination. These situations include those where the conditions resulting in the child's death appear to be directly created by or under the control of the parent or other person responsible for the child's care, yet the death is not identified as relating to a specific type of maltreatment, as well as those deaths that are alleged or known to have occurred as a result of abuse or neglect. Consideration of the following four (4) factors can provide guidance for this process:

- **Discrepant history.** In some cases, the nature of the injury does not match the history given by the parent or other person responsible for the child's care. To determine this requires a detailed description of the incident. What were the circumstances leading up to and following the incident? When did it occur? Who was present at the time of the incident? What were the specific medical assessment of how the injuries occurred and the detailed description of the injuries and the child's condition? What information was obtained during the onsite visit?
- **Delay in seeking medical care.** At times, the delay in seeking medical care can range from a few moments to hours. In assessing delay, it is important to realize, for example, that following a severe shaking or beating, the abuser will often place a child down in a crib or on the floor and leave the room. The child may then exhibit symptoms of intracranial pressure (vomiting, seizures, and cardio respiratory arrest). These symptoms then cause the person responsible for the abuse to contact emergency help, and that person often disassociates the symptoms from their previous actions.
- **Triggering event by the child(ren).** This is usually age-specific behavior, such as inconsolable crying, a messy diaper, toilet training problems, etc., which triggers the abuse.
- **A crisis in the family.** A crisis may have placed additional stress on the family's capacity to cope. Crisis can take the form of unexpected or difficult pregnancy, marital differences, loss of job, or death of an extended family member.

3.12 Appendix C: Notification to Law Enforcement from Child Protective Services

This notification is being made due to a report of suspected child abuse or neglect that alleges one or more of the following* (check all that apply):

	Death of a child
	A felony or Class 1 misdemeanor injury or threatened injury to a child
	Sexual abuse, suspected sexual abuse or other sexual offense involving a child, including but not limited to the use or display of a child in sexually explicit visual material, as defined in § 18.2-374.1
	Abduction of a child
	Felony or Class 1 misdemeanor drug offense involving a child
	Contributing to the delinquency of a minor in violation of § 18.2-371
	Child left alone in the same dwelling with an unrelated registered violent sexual offender

* Refer to Section 3.6 of the CPS Policy/ Guidance Manual for additional information

Name (s) of victim children involved		Name (s) of alleged perpetrators (if known)	
		Initial Notification to law enforcement	
OASIS Referral #	Date:	Time:	
Name of LDSS representative	Date	Time	Signature (may be electronic)

Name of local law enforcement officer	Date	Time	Signature (may be electronic)
<p>This form documents notification to local law enforcement pursuant to § 63.2-1503 of the Code of Virginia. This document shall be completed and signed by all parties within two business days of receipt of CPS report. A copy of this form shall be included in the CPS record. This form may be completed in writing or electronically.</p> <p>This form may also be used pursuant to §63.2-1503 of the Code of Virginia to notify the local attorney for the Commonwealth of reports involving a child left alone in the same dwelling with a registered violent sexual offender, within 2 hours of the receipt of the complaint.</p>			

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4

ASSESSMENTS AND INVESTIGATIONS

TABLE OF CONTENTS

4.1	Introduction	11
4.1.1	Differential response	11
4.1.2	Engaging families	15
4.2	Human Trafficking Assessment	16
4.2.1	Track decision	16
4.2.2	Human trafficking definitions	16
4.2.3	Human trafficking assessment	18
4.2.3.1	Jurisdiction	18
4.2.3.2	Entry of complaint	19
4.2.3.3	Opening a case	19
4.2.3.4	Timeliness of response	20
4.2.3.5	Contacts	20
4.2.3.6	Safety assessment.....	21
4.2.3.7	Risk assessment.....	23
4.2.3.8	Referrals for services	24
4.2.3.9	Notifications.....	26
4.2.3.10	Prevention services case	27
4.2.3.11	Legal authorities.....	27
4.3	Authorities of CPS workers	28
4.3.1	Authority to interview children.....	29
4.3.1.1	Parent or guardian refuses to allow child to be interviewed	29

Child and Family Services Manual C. Child Protective Services

4.3.1.2	CPS worker may exclude school personnel from interview.....	29
4.3.2	Authority to take/arrange for x-rays/photographs of the alleged victim.....	29
4.3.2.1	LDSS may seek complete medical examination of the child	30
4.3.2.2	Photographs of the child's environment.....	30
4.3.3	Authority to remove a child	31
4.3.3.1	Persons who may take a child into custody.....	31
4.3.3.2	Mandatory consultation with supervisor prior to removing child	31
4.3.3.3	Immunity from liability	32
4.3.3.4	Emergency removal requirements.....	32
4.3.3.5	Factual circumstances warranting removal	32
4.3.3.6	Notifications and written reports if child is taken into emergency custody	34
4.3.3.7	Information to be obtained when child is taken into emergency custody by CPS	34
4.3.3.8	Placement requirements when CPS has assumed emergency custody of the child.....	35
4.3.3.9	Authority to obtain immediate medical or surgical treatment for child	38
4.3.4	Emergency removal of an Indian child.....	40
4.3.4.1	Affidavit	41
4.3.4.2	Temporary custody	41
4.3.4.3	Expert witness.....	42
4.3.4.4	Additional resources	42
4.4	Responsibilities of CPS workers	42
4.4.1	CPS worker may enter the home.....	42
4.4.1.1	Entering the home.....	43
4.4.1.2	CPS worker may enter home without permission if there is probable cause to believe exigent circumstances exist.....	43
4.4.1.3	CPS worker shall consult with supervisor and document decision to enter a home without permission	43
4.4.1.4	Adult residing in home refuses to allow CPS worker to enter a home....	43
4.4.2	Transporting children.....	44
4.4.3	Request consent to substance abuse screening	44
4.4.3.1	LDSS must develop substance abuse guidelines.....	44
4.4.4	Reasonable diligence	45
4.4.4.1	Document use of reasonable diligence in locating child and family	45
4.4.4.2	Use of reasonable diligence in locating alleged victim child.....	45

Child and Family Services Manual **C. Child Protective Services**

4.4.4.3	Reasonable diligence shall be used to locate subjects of the family assessment or investigation.....	45
4.4.4.4	Subjects of the family assessment or investigation	45
4.4.4.5	What constitutes reasonable diligence	46
4.4.4.6	When the alleged victim child is not found.....	46
4.4.4.7	LDSS must notify child welfare information system.....	47
4.4.4.8	LDSS must continue periodic checks for missing child	47
4.4.4.9	If missing child is found.....	47
4.4.5	Screen all children for sex trafficking	47
4.4.5.1	Indicators of sex trafficking	47
4.4.5.2	When sex trafficking is identified.....	48
4.4.5.3	Safety considerations for sex trafficking victims	48
4.4.5.4	Additional information	49
4.4.6	LDSS shall not purchase certain services	49
4.4.7	Obtain and consider child abuse and neglect central registry check.....	49
4.4.8	Obtain and consider criminal history record check.....	49
4.4.9	Inquire if alleged abuser or neglector has resided in another state	49
4.5	Family assessment.....	50
4.5.1	Time frames to complete family assessment.....	51
4.5.2	Notify family of family assessment.....	51
4.5.3	Home visits	51
4.5.4	Notify non-custodial parent.....	52
4.5.5	Document all contacts and observations	53
4.5.6	Mandated contacts for family assessment.....	53
4.5.6.1	The family interview	54
4.5.6.2	Interviewing the child	54
4.5.6.3	Interviewing siblings.....	56
4.5.6.4	Non-verbal children.....	56
4.5.6.5	Other children in the home.....	56
4.5.6.6	Interviewing the mother, father or involved caretakers	56
4.5.6.7	Observe family environment	57
4.5.6.8	Identifying relatives and family supports.....	58
4.5.6.9	Contacting collaterals.....	58
4.5.6.10	Interviewing the non-custodial parent	59

Child and Family Services Manual C. Child Protective Services

4.5.6.11	Other contacts may be required.....	59
4.5.7	First meaningful contact in family assessments.....	59
4.5.8	Safety in family assessments	60
4.5.8.1	Initial safety assessment and safety plan in family assessments.....	60
4.5.8.2	Immediate child safety and family needs.....	60
4.5.8.3	Assess immediate danger to the child	61
4.5.8.4	Assess immediate needs of the family	61
4.5.8.5	Assess protective capacities.....	62
4.5.9	<i>Protective interventions and safety services</i>	64
4.5.10	DV and substance abuse as safety and/or risk assessment issues.....	65
4.5.11	Safety decision.....	65
4.5.11.1	Safety decision and family partnership meeting	66
4.5.12	Develop a safety plan.....	67
4.5.12.1	Safety plan criteria	67
4.5.12.2	Safety plan actions.....	68
4.5.12.3	Safety plan signatures	69
4.5.13	Reassessing safety	69
4.5.14	Changing the initial track	69
4.5.14.1	Changing track if an emergency removal occurs.....	70
4.5.15	Determine risk level in family assessment	70
4.5.15.1	Risk level guides decision to open a case	72
4.5.15.2	Risk level determines need to convene FPM	73
4.5.16	Assessment summary of strengths and needs	73
4.5.17	Services needed	74
4.5.17.1	Family refuses services	75
4.5.18	Notifications in family assessments	75
4.5.18.1	Written and verbal notification to the family	75
4.5.18.2	Inform involved caretaker(s) of legal recourse if complaint is malicious.	76
4.5.18.3	Notification to the complainant.....	76
4.5.18.4	Notification to military personnel (Family Advocacy Program)	76
4.5.19	Referral to early intervention programs for children under age three	77
4.5.20	Supervisor approval required	78
4.6	Investigations	78

Child and Family Services Manual**C. Child Protective Services**

4.6.1	Defining an investigation	78
4.6.2	Time frames to complete investigations.....	79
4.6.2.1	Fifteen-day extension to complete investigation.....	79
4.6.2.2	Extension of joint investigations with law enforcement agency	79
4.6.2.3	Notification of extension.....	79
4.6.2.4	Suspension of certain investigations	80
4.6.2.5	Notification of suspension	80
4.6.2.6	Contact while investigation is suspended	81
4.6.3	Notify family of investigation	81
4.6.3.1	Notify non-custodial parent	81
4.6.3.2	Notify Interstate Compact on the Placement of Children (ICPC).....	81
4.6.4	Document all contacts and observations	82
4.6.5	Mandated contacts in investigation.....	82
4.6.6	Face-to-face interview with the alleged victim child	82
4.6.6.1	Alleged victim child must be electronically recorded	83
4.6.6.2	Each interview with the alleged victim child must be electronically recorded.....	86
4.6.6.3	Notify the child's parents or caretakers that interview was electronically recorded.....	86
4.6.6.4	Parents or caretakers object to electronically recorded interview	86
4.6.6.5	Equipment malfunction	87
4.6.7	Interview with child's mother, father or guardians	87
4.6.8	Face-to-face interview with alleged abuser or neglector	87
4.6.8.1	Inform alleged abuser or neglector of right to electronically record interview	88
4.6.8.2	Law enforcement or Commonwealth's Attorney objects to informing the alleged abuser or neglector of his right to audio record the interview	88
4.6.8.3	LDSS shall provide recording equipment upon request	88
4.6.8.4	Use of statements as evidence.....	88
4.6.9	Face-to-face interview with siblings	89
4.6.10	Other children in the home	89
4.6.11	Observe environment where child lives and visit site where alleged abuse or neglect occurred89	
4.6.11.1	Safe sleep environment and practices.....	89
4.6.12	Identifying relatives and family supports	90

Child and Family Services Manual C. Child Protective Services

4.6.13	Interview collaterals.....	90
4.6.14	Interview with non-custodial parent	91
4.6.15	Other contacts may be required	91
4.6.16	First meaningful contact in an investigation	91
4.6.17	Investigation of medical neglect of disabled infants with life-threatening conditions	92
4.6.17.1	Contact physician or hospital staff	92
4.6.17.2	Determine who is responsible for the child	92
4.6.17.3	Seeking court assistance	93
4.6.18	Safety in an investigation.....	93
4.6.18.1	Initial safety assessment and safety plan in an investigation	93
4.6.18.2	Immediate child safety and family needs.....	94
4.6.18.3	Assess immediate danger to the child	94
4.6.18.4	Assess immediate needs of the family	95
4.6.18.5	Assess protective capacities.....	95
4.6.19	<i>Protective interventions and safety services</i>	97
4.6.20	DV and substance abuse as safety and/or risk assessment issues	98
4.6.21	Safety decision.....	98
4.6.21.1	Safety decision and family partnership meeting	99
4.6.22	Develop a safety plan.....	100
4.6.22.1	Safety plan criteria	100
4.6.22.2	Safety plan actions.....	101
4.6.22.3	Safety plan signatures	102
4.6.23	Reassessing safety	102
4.6.24	Information gathered in the investigation	102
4.6.24.1	Incident information.....	102
4.6.24.2	Child information	103
4.6.24.3	Caretaker information	103
4.6.24.4	Family information.....	104
4.6.24.5	Other information	104
4.6.25	Determine risk level in an investigation.....	104
4.6.25.1	Risk level guides decision to open a case	106
4.6.25.2	Risk level determines need to convene FPM	107
4.6.26	Assessment summary of strengths and needs	107

Child and Family Services Manual C. Child Protective Services

4.6.27	Dispositional assessment	109
4.6.27.1	Multiple dispositions and types of abuse or neglect	109
4.6.27.2	“Other than accidental means”	109
4.6.27.3	Incapacitated caretaker	110
4.6.27.4	Documentation required for mental abuse or mental neglect	110
4.6.28	Preponderance of the evidence	111
4.6.28.1	First source, direct, and indirect evidence	112
4.6.28.2	Credibility of evidence	112
4.6.28.3	Polygraph examinations are not considered reliable evidence	113
4.6.29	Factors to determine if medical neglect has occurred	113
4.6.29.1	Treatment or care must be necessary	113
4.6.29.2	Assess degree of harm (real or threatened) to the child	114
4.6.29.3	Parent refuses treatment for life-threatening condition	114
4.6.29.4	Assess caretaker’s rationale	115
4.6.29.5	Assess financial capabilities and poverty	115
4.6.29.6	Failure to thrive must be diagnosed by a physician	116
4.6.29.7	Child under alternative treatment	116
4.6.29.8	Medical neglect of infants with life-threatening conditions	117
4.6.30	Unfounded disposition	118
4.6.30.1	Notifications in unfounded investigations	118
4.6.31	Cannot reopen a closed investigation	120
4.6.32	Founded disposition	121
4.6.32.1	Founded disposition cannot be based solely on anonymous complaint	121
4.6.32.2	Alleged abuser may consult with LDSS prior to a founded disposition	121
4.6.33	Founded disposition and identity of abuser is unknown	122
4.6.34	Determine level of founded disposition	122
4.6.34.1	Level 1	122
4.6.34.2	Level 2	124
4.6.34.3	Level 3	125
4.6.35	Notifications in founded investigations	126
4.6.35.1	Notify abuser or neglecter in writing	126
4.6.35.2	Inform abuser or neglecter of appeal rights	127
4.6.35.3	Notify abuser or neglecter verbally	128

Child and Family Services Manual C. Child Protective Services

4.6.35.4	Foster parent is abuser or neglector of the victim child in founded complaint.....	128
4.6.35.5	Notify all parties if identity of abuser or neglector is unknown.....	128
4.6.35.6	Notify all parties if abuser or neglector is deceased.....	129
4.6.35.7	Notify victim child's non-custodial parent or guardian.....	129
4.6.35.8	Notify complainant.....	130
4.6.35.9	Notify Family Advocacy Program.....	130
4.6.35.10	Referral to early intervention programs for children under age three in an investigation.....	131
4.6.35.11	Notify parents of a minor who is an abuser.....	132
4.6.35.12	Notify local school board when abuser is or was an employee.....	132
4.6.35.13	Notify Superintendent of Public Instruction, Department of Education.....	133
4.6.36	Notification to Interstate Compact on the Placement of Children (ICPC).....	134
4.6.37	Supervisor approval required.....	134
4.7	The case record.....	134
4.7.1	Case record.....	134
4.7.1.1	Audio recordings.....	134
4.7.1.2	Photographs.....	134
4.7.2	Family assessment or investigation documentation.....	135
4.8	CPS child welfare information system.....	135
4.9	Central Registry and record retention.....	135
4.9.1	CPS database available to LDSS.....	136
4.9.2	Retain record if subsequent complaints arise.....	136
4.9.3	Retention period for family assessment.....	136
4.9.4	Retention period for investigation with unfounded disposition.....	136
4.9.4.1	Purge unfounded disposition <i>after three years</i>	136
4.9.5	Retention period for investigations with founded disposition.....	137
4.9.5.1	LDSS to retain certain sexual abuse case records 25 years.....	137
4.9.6	Retention period for reports involving a child death.....	137
4.9.7	CPS statistical information.....	137
4.10	CPS Central Registry searches.....	138
4.10.1	Individual whose name is being searched must authorize the Central Registry search	138
4.10.2	Name is found in Central Registry.....	138

Child and Family Services Manual C. Child Protective Services

4.10.2.1	LDSS cannot verify that client was notified of appeal rights.....	138
4.10.2.2	Written notification to abuser or neglector of disposition and appeal rights	139
4.10.3	Notification of Central Registry search results	139
4.10.3.1	LDSS must release information to abuser or neglector upon request..	139
4.10.3.2	Abuser or neglector may request appeal.....	139
4.11	Appendix A: Forensic Interviews	140
4.11.1	Definition of forensic interview.....	140
4.11.2	Forensic interviewing models	140
4.11.2.1	Question type.....	141
4.11.3	Forensic interviewer training.....	141
4.11.4	Forensic interview considerations.....	142
4.11.5	Setting and location.....	142
4.11.6	Documentation of forensic interview.....	143
4.11.7	Multidisciplinary teams	143
4.12	Appendix B: How to proceed with investigation when initial entry into the home is denied	144
4.12.1	Authority	144
4.12.2	Alleviate fear, anxiety, anger	144
4.12.3	Alternatives to immediate entry	144
4.13	Appendix C: Guidelines for investigations where children are alleged to be present during the sale or manufacture of drugs.....	145
4.14	Appendix D: Initial Screening Assessment	149
4.15	Appendix E: Safety and Risk Field Guide.....	150
4.16	Appendix F: Additional resources for conducting a family assessment.....	154
4.16.1	Six Principles of Partnership.....	154
4.16.2	Rules of engagement	155
4.17	Appendix G: Sample Letters for Extensions	157
4.17.1	Extension to 60 days <i>for investigations</i>	157
4.17.2	Extension to 90 days	157
4.18	Appendix H: Sample Letters for Investigations.....	159
4.18.1	Unfounded, alleged abuser	159
4.18.2	Unfounded, complainant	160
4.18.3	Unfounded, non-custodial parent or legal guardian	161

Child and Family Services Manual**C. Child Protective Services**

4.18.4	Founded,alleged abuser.....	162
4.18.5	Founded, complainant.....	164
4.18.6	Founded, non-custodial parent or legal guardian.....	165
4.19	Appendix I: Human Trafficking of Children Indicators and Resources	168
4.19.1	Additional questions to consider and other information to gather.....	170
4.20	Appendix J: Reducing the Trauma of Removals	174
4.20.1	What is the potential trauma to children during an investigation and removal? 174	
4.20.2	What is the potential trauma to children during initial out-of-home placement? 176	
4.20.3	Trauma informed practice strategies for caseworkers	177
4.20.4	Additional Trauma Informed Practice Strategies (T.I.P.S.).....	180
4.21	Appendix K: Dispositional Assessments (sample template).....	181
4.21.1	State the date of supervisory staffing and names of participants.	181
4.21.2	State the disposition regarding by whom to whom.....	181
4.21.3	Cite the specific regulatory definition for the type of abuse or neglect.....	181
4.21.4	Summarize the evidence/facts that support the founded disposition.....	181
4.21.5	State the level for the founded disposition and cite the regulation.	182
4.21.6	Summarize the rationale for the assessed level.	182
4.21.7	Other considerations.	182

4

ASSESSMENTS AND INVESTIGATIONS

4.1 Introduction

This section of guidance covers the specifics of the *human trafficking assessment*, family assessment and investigation tracks, and guidance common to *all*.

All complaints or reports of child human trafficking require the LDSS to complete a human trafficking assessment, unless during the course of the human trafficking assessment it is determined an investigation or family assessment is required by law or necessary to protect the safety of the child. The completion of a human trafficking assessment does not require the complaint or report meet the four validity criteria outlined in [22 VAC 40-705-50 B](#). The completion of an investigation or family assessment on a complaint or report alleging a child is a victim of human trafficking requires a valid complaint or report and each of the four validity criteria outlined in [22 VAC 40-705-50 B](#) must be satisfied.

Every valid report of abuse or neglect shall receive either a family assessment or an investigation. The goals of both responses are to:

- Assess child safety.
- Strengthen and support families by focusing on their strengths, supports and motivation to change.
- Engage families in services that could enable them to better parent their children.
- Prevent child maltreatment.

4.1.1 Differential response

Differential response is a Child Protective Services (CPS) practice that allows for more than one method of responding to valid reports of child abuse and neglect.

The Virginia Administrative Code (VAC) [22 VAC 40-705-10](#) defines family assessment and investigation as follows:

[\(22 VAC 40-705-10\)](#). “Family assessment” means the collection of information necessary to determine:

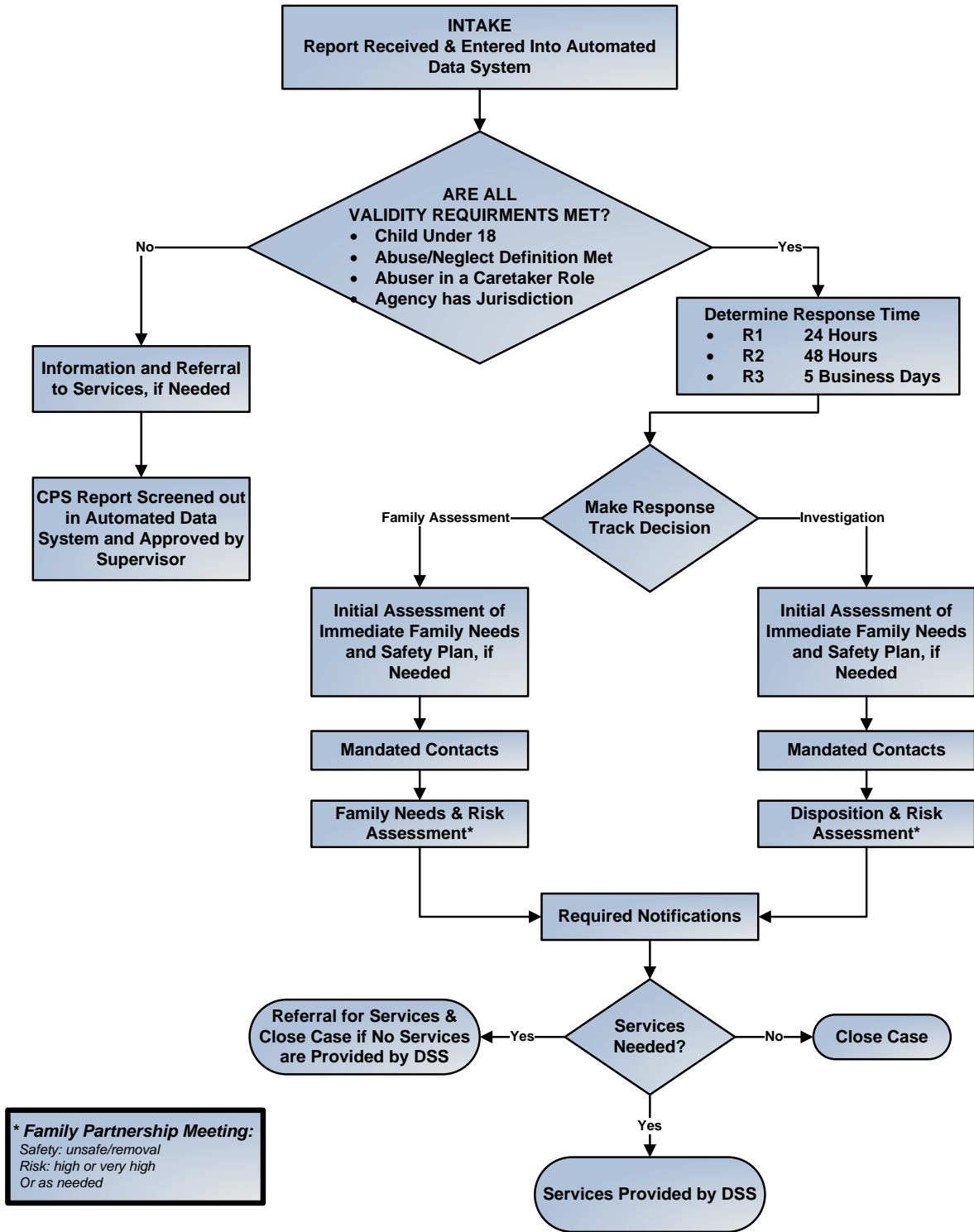
1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and family that will deter abuse or neglect;
3. Risk of future harm to the child; and
4. Alternative plans for the child's safety if protective and rehabilitative services are indicated and the family is unable or unwilling to participate in services. These arrangements may be made in consultation with the caretaker(s) of the child.

"Investigation" means the collection of information to determine:

1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and family that will deter abuse or neglect;
3. Risk of future harm to the child;
4. Alternative plans for the child's safety if protective and rehabilitative services are indicated and the family is unable or unwilling to participate in services;
5. Whether or not abuse or neglect has occurred;
6. If abuse or neglect has occurred, who abused or neglected the child; and
7. A finding of either founded or unfounded based on the facts collected during the investigation.

The following charts show the CPS process and requirements for a Family Assessment and an Investigation.

CPS Process Chart



CPS REQUIREMENTS FOR FAMILY ASSESSMENT AND INVESTIGATION

CPS REQUIREMENTS	FAMILY ASSESSMENT	INVESTIGATION
Conduct Safety Assessment*	YES	YES
<u>Mandated contacts:</u> <ul style="list-style-type: none"> • Child & siblings • Alleged Abuser • Parent or Guardian • Collaterals • Non-custodial parent 	YES	YES
<u>Other Contacts, if relevant:</u> <ul style="list-style-type: none"> • Commonwealth Attorney – if criminal act is alleged or child fatality • Medical Examiner – if child fatality • Law Enforcement – if criminal act is alleged and joint response is needed, or child fatality • CPS Regional Specialist – if child fatality or near fatality and certain out-of-family reports 	YES	YES
Observe family environment and/or site where alleged abuse occurred.	YES	YES
Enter the home if allowed to do so by an adult residing in the home.	YES	YES
<u>Notify:</u> <ul style="list-style-type: none"> • Parent if child interviewed at school or other setting. • Alleged abuser. • Non-custodial parent when that parent is not the subject of a report. • All parties of any extension of timeframe or suspended investigation. 	YES	YES

Child and Family Services Manual

C. Child Protective Services

<ul style="list-style-type: none"> All parties when family assessment or investigation is completed. 		
Refer children under age three (3) to Infant and Toddler Connection Program	IF ASSESSED NEED	YES in founded investigations
Complete Family Risk Assessment *	YES	YES
Complete Investigation Dispositional Assessment	NO	YES
Provide Services if risk is moderate, high, or very high* and services are needed for prevention of abuse or neglect.	YES	YES
Document all CPS requirements in child welfare information system.	YES	YES

****Convene Family Partnership Meeting at appropriate Safety and Risk decision points***

Families can be better served, and children protected, by focusing more on establishing a partnership with them and less on the authoritarian approach. The CPS worker cannot change families, but if they are approached through an assessment process that looks for strengths, support systems, motivation to change and supportive interventions, they will be more capable of providing safe care for their children.

Some key skills and strategies that can be used to engage families in a family assessment or an investigation include:

- Be respectful, genuine and non-judgmental
- Be transparent; clarify the role of the agency
- Actively listen to the family's story
- Inquire about and respect each family's culture
- Seek to develop a partnership with the family
- Support the family in identifying its own goals
- Provide concrete assistance to meet basic needs

- Recognize and build on family strengths
- Assist the family in building informal support networks

4.2 Human Trafficking Assessment

4.2.1 Track decision

(§ [63.2-1506.1 A](#) of the Code of Virginia). If a report or complaint is based upon information and allegations that a child is a victim of sex trafficking or severe forms of trafficking as defined in the federal Trafficking Victims Protection Act of 2000 (22 U.S.C § 7102 et seq.) and in the federal Justice for Victims of Trafficking Act of 2015 (P.L. 114-22), the local department shall conduct a *human* trafficking assessment, unless at any time during the *human* trafficking assessment the local department determines that an investigation or family assessment is required pursuant to §§ 63.2-1505 or 63.2-1506.

All complaints or reports alleging a child is a victim of human trafficking require the LDSS to complete a human trafficking assessment, unless during the course of the human trafficking assessment it is determined an investigation or family assessment is required by law or is necessary to protect the safety of the child. The completion of a human trafficking assessment does not require the complaint or report meet the four validity criteria outlined in [22 VAC 40-705-50 B](#). The completion of an investigation or family assessment on a complaint or report alleging a child is a victim of human trafficking requires a valid complaint or report and each of the four validity criteria outlined in [22 VAC 40-705-50 B](#) must be satisfied.

4.2.2 Human trafficking definitions

The following words and terms when used in this section shall have the following meaning, unless the context clearly indicates otherwise:

<u>Term</u>	<u>Definition</u>
Commercial Sex Act	Commercial sex act means any sex act on account of which anything of value is given to or received by any person. (22 U.S.C. § 7102).
Commercial Sexual Exploitation of Children	Commercial sexual exploitation of children refers to a range of crimes and activities involving the sexual abuse or exploitation of a child for the financial benefit of any person or in exchange for anything of value (including monetary and non-monetary benefits) given or received by any person. It includes all nationalities of persons under the age of 18 years who are

	commercially sexually exploited. (18 U.S.C. §§ 1591, 2251, and 2423(c).)
Human Trafficking	Human trafficking refers to both sex and labor trafficking.
Severe Forms of Trafficking	<p>Severe forms of trafficking in persons means:</p> <p>(A) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or</p> <p>(B) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.</p>
Sex Trafficking	Sex trafficking refers to “the recruitment, harboring, transportation, provision, obtaining, patronizing or soliciting of a person for the purpose of commercial sex.” While adults must be compelled to perform commercial sex by force, fraud, or coercion in order for it to be considered a severe form of trafficking in persons, this is not the case for children. By law, children under the age of 18 who are inducted to engage in a commercial sex act are considered victims of sex trafficking. In addition to a minor engaging in a sex act in exchange for money, examples of sex trafficking include a minor engaging in “survival” sex (i.e., the victim engages in sex in order to obtain basic needs such as food, shelter, or clothing, which are considered something of value) or participating in certain types of pornography. (22 U.S.C § 7102 and P.L. 114-22.)
Trafficker	Any person who is responsible for the human trafficking of a child under the age of 18. This term can be synonymous with the term “pimp.”

The following is taken from Child Welfare and Human Trafficking: A Guide for Child Welfare Agencies (Child Welfare Information Gateway, 2017) and available [here](#).

The words “victim” and “survivor” are both used to refer to children under the age of 18 years who have experienced or are experiencing human trafficking. The use of the term “victim” has legal implications for foreign nationals in terms of their eligibility for services, legal standing, and rights, whereas the term “survivor” is frequently used to connote the strength and resilience of individuals who have been commercially sexually exploited. Although, the terms are frequently used interchangeably, this section will use the term “victim” while still acknowledging the strength and resiliency of those who have been trafficked.

4.2.3 Human trafficking assessment

The human trafficking assessment response to all complaints or reports alleging a child is a victim of human trafficking creates a uniform response by the child welfare system to the trafficking of children. The purpose of the human trafficking assessment is to assess both the safety and risk factors associated with the child victim and his family/caretaker(s) as well as the protective and rehabilitative service needs of the child victim and his family/caretaker(s).

(§ [63.2-1506.1 B](#) of the Code of Virginia). A *human* trafficking assessment requires the collection of information necessary to determine:

1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and the child’s family that will deter abuse and neglect; and
3. Risk of future harm to the child.

The human trafficking assessment is short-term intervention designed to assess the safety and risk factors associated with the child victim and his family/caretaker(s). It should be child-centered and family-focused by providing protective and rehabilitative services to the child and family. The human trafficking assessment is not focused on the sex trafficker.

4.2.3.1 Jurisdiction

(§ [63.2-1506.1 D](#) of the Code of Virginia). In the event that the parents or guardians of the child reside in a jurisdiction other than that in which the report or complaint was received, the local department that received the report or complaint and the local department where the child resides with his parents or guardians shall work jointly to complete the *human* trafficking assessment.

If the city or county in Virginia where the alleged child victim of human trafficking resides and the city or county in Virginia where the alleged human trafficking is believed to have occurred or where it was discovered are different, the

preferential local department of jurisdiction should be where the child and family/caretaker(s) reside to ensure the provision of services to the child and family. Cooperation from the local department of jurisdiction where the alleged human trafficking occurred or is discovered will be required in some cases to ensure the immediate safety of the alleged child victim. The Code of Virginia [§ 63.2-1506.1](#) requires that local departments of jurisdiction work jointly together to ensure the completion of the human trafficking assessment.

The preferential local department of jurisdiction will have the primary assignment and the local department of jurisdiction where the alleged human trafficking occurred or is discovered will have the secondary assignment. The preferential local department of jurisdiction will be responsible for requesting the assistance and secondary assignment from the local department of jurisdiction in which the alleged human trafficking occurred or is discovered, if an immediate response is needed to ensure the immediate safety of the alleged child victim.

When the child and family/caretaker(s) reside outside of Virginia, the local department of jurisdiction shall be the city or county in Virginia where the alleged human trafficking is believed to have occurred or the city or county in Virginia where the alleged human trafficking was discovered. That local department has primary responsibility for ensuring the completion of the human trafficking assessment but may request the assistance of the local department in the city or county where the child and family/caretaker(s) reside outside of Virginia. If the local department outside of Virginia refuses to assist, the local department of jurisdiction in Virginia is responsible for the completion of the human trafficking assessment.

4.2.3.2 Entry of complaint

All complaints or reports of the alleged human trafficking of a child made to the VDSS or an LDSS shall be documented in the child welfare information system. The LDSS must document the complaint or report of the alleged human trafficking of a child in the child welfare information system immediately, regardless of the validity of the complaint. Timeliness of the initial response is calculated from the date and time the referral was received, not validated or assigned.

4.2.3.3 Opening a case

The LDSS must open all human trafficking assessment cases in the child welfare information system and select Human Trafficking Assessment as the case type. The LDSS must document all contacts with the child, family/caretaker(s), and collaterals in the case in the child welfare information system.

4.2.3.4 Timeliness of response

The LDSS must consider and analyze all the information collected at the time the complaint or report is made to determine the most appropriate response for the initiation of the human trafficking assessment to ensure the child's immediate safety. The timeliness of response guidelines for a human trafficking assessment will mirror the Response 1 (R1) and Response 3 (R3) priorities utilized by CPS on valid reports of child abuse or neglect.

- The LDSS must commence the human trafficking assessment **as soon as possible within 24 hours** (Response 1) of the date and time of the complaint or report when the safety of the child is in jeopardy or unknown at the time the report or complaint is made to VDSS or the LDSS. For example, when a child has been located by law enforcement and their parent/caretaker(s) is not present, an **immediate** response by the LDSS will be needed to ensure the child's immediate safety.
- When the safety of the child is not in jeopardy at the time the report or complaint is made to VDSS or the LDSS, the LDSS must commence the human trafficking assessment **as soon as possible within 40 working hours** (Response 3) of the date and time of the complaint or report. For example, when a child discloses an experience of human trafficking to their therapist and the trafficker no longer has access to the child and there are not immediate concerns about the child's safety, the human trafficking assessment should begin **as soon as possible within 40 working hours**.

The LDSS should document the timeliness of their response in the child welfare information system for each complaint or report involving the human trafficking of a child.

4.2.3.5 Contacts

In order to complete a human trafficking assessment, the LDSS should gather information from the following individuals:

- Alleged victim child.
- Parent(s) or Guardian(s) of the alleged victim child.
- Pertinent collaterals.

The information gathered from the contacts on a human trafficking assessment should allow the LDSS to determine:

Child and Family Services Manual C. Child Protective Services

- The immediate safety needs of the child.
- The protective and rehabilitative services needs of the child and the child's family that will deter abuse and neglect.
- The risk of future harm to the child.

The LDSS should observe the family home environment to determine the child's safety and the overall needs of the child and family. Whenever possible, home visits should be scheduled in advance with the family.

The LDSS should document all contacts and observations in the child welfare information system. The LDSS should document any contacts or observations that were not made or completed. The LDSS should include an explanation as to why the contacts or observations were not made or completed.

4.2.3.6 Safety assessment

A safety assessment is conducted at the beginning of a human trafficking assessment. The purpose of the initial safety assessment and safety plan is to:

- Assess whether the child is currently in immediate danger of serious physical harm that may require an intervention.
- Determine what interventions should be maintained or initiated to provide appropriate protection for the child.

A safety and risk field guide can be located in [Appendix E](#).

4.2.3.6.1 Immediate safety considerations in human trafficking

The safety assessment for child victims of human trafficking should focus on several key considerations:

- Were the parent or guardian involved in any way in the human trafficking of child, including whether they were aware, participated in, or facilitated the trafficking of the child?
- Had the child run away from home prior to being trafficked? Did the child run away due to physical, mental, or sexual abuse at home?
- Had the parent or guardian done everything they knew how to do in order to prevent the child from running away or ensure the child's safe return?

Child and Family Services Manual C. Child Protective Services

- Can the parent or guardian protect the child from the trafficker?
- Is it safe for the child to return home?

4.2.3.6.2 Safety assessment tool

The Safety Assessment Tool provides structured questions concerning the danger of immediate harm or maltreatment to a child and is used to guide the development of a Safety Plan. This information guides the decision about whether the child may remain in the home with no intervention, may remain in the home with safety interventions in place, or must be removed from the home.

To ensure that the safety of the child is assessed timely in each human trafficking assessment, the LDSS must complete the process of the safety assessment *at the first meaningful contact* with the family and document the results *on the Safety Assessment Tool* in the child welfare information system ***within 24 hours of the first meaningful contact***. See [4.5.7](#) and [4.6.16](#) for further guidance on first meaningful contact.

For accurate completion, it is critical to refer to the definitions provided on the Safety Assessment Tool, and decisions must be based on supporting narrative documented in the child welfare information system. The Safety Assessment Tool with definitions is located on the [public DSS website](#).

4.2.3.6.3 Safety decision

After safety and protective factors have been assessed using the Safety Assessment Tool, the worker must make a decision about the safety of the child in the home. One of the following safety decisions must be determined using the Safety Assessment Tool and documented in the child welfare information system and shared with the family.

- **SAFE.** The child is not likely to be in immediate danger of serious harm at this time. No safety plan is required.
- **CONDITIONALLY SAFE.** Protective safety interventions have been taken and have resolved the unsafe situation for the present time. A safety plan is required to document the interventions.
- **UNSAFE.** Approved removal and placement was the only possible intervention for the child. Without placement, the child will likely be in danger of immediate serious harm. A court order is required to document intervention.

If the safety decision is “unsafe” and a removal occurs, the track must be changed immediately from a human trafficking assessment to an investigation.

4.2.3.6.4 Development of safety plan

When the child is determined to be “conditionally safe,” the worker must determine what services or actions need to occur by developing a safety plan in partnership with the family. A safety plan must be made to ensure the immediate protection of the child. The worker must determine what actions are necessary to assure the child's immediate safety. If the actions needed to assure the safety of the child cannot be put in place, alternative steps must be taken that can include court intervention.

*Once available on the COMPASS Mobile Application, the safety plan must be completed in the child welfare information system and the worker's efforts to develop the safety plan with the family must also be documented in the child welfare information system. The parent(s) or guardian(s) should sign the safety plan along with the worker to show agreement as to who will do what to prevent harm to the child in the immediate future. A copy of the safety plan must be left with the parent(s) or guardian(s). In the event of unforeseen technical difficulties, the CPS worker must complete the safety plan template in the child welfare information system and provide an electronic or paper copy of the safety plan to the family **no later than 24 hours** after the first meaningful contact. The safety plan template is available in the child welfare information system and also on the [public DSS website](#). Additional information on safety plan criteria and safety plan actions can be located in [4.5.12.1](#) and [4.5.12.2](#).*

4.2.3.7 Risk assessment

A risk assessment must be completed in a human trafficking assessment. The worker must gather necessary information to accurately complete the risk assessment and determine the protective and rehabilitative needs of the child and family. The risk assessment does not predict recurrence but assesses whether a family is more or less likely to have an incident of abuse or neglect without intervention by the agency. The worker completes the risk assessment based on conditions that exist at the time the incident is reported and assessed as well as prior history of the family.

Risk is calculated in the Risk Assessment tool completed in the child welfare information system. The Risk Assessment tool with definitions is located on the [public DSS website](#). For accurate completion, it is critical to refer to the

Child and Family Services Manual C. Child Protective Services

definitions. Selections made on the Risk Assessment tool must be based on supporting case narrative in the child welfare information system.

Assessed risk will be:

- **LOW.** The assessment of risk related factors indicates that there is a low likelihood of future abuse or neglect and no further intervention is needed.
- **MODERATE.** The assessment of risk related factors indicates that there is a moderate likelihood of future abuse or neglect and minimal intervention may be needed.
- **HIGH.** The assessment of risk related factors indicates there is a high likelihood of future abuse or neglect without intervention.
- **VERY HIGH.** The assessment of risk-related factors indicates there is a very high likelihood of future abuse or neglect without intervention.

Overrides, either by policy or discretionary, may increase risk one level and requires supervisory approval. The initial risk level may never be decreased.

The risk level helps inform the decision whether or not to open a case as follows:

- Low Risk: Close
- Moderate Risk: Open to Prevention services or close
- High Risk: Open to Prevention services
- Very High Risk: Open to Prevention services

The worker and supervisor should assess the decision to open a Prevention services case and document the decision in the child welfare information system. For more guidance on service planning in a case, refer to [Chapter B Prevention Services](#).

4.2.3.8 Referrals for services

(§ [63.2-1506.1 C](#) of the Code of Virginia). When a local department responds to the report or complaint by conducting a *human* trafficking assessment, the local department may:

1. Consult with the family to arrange for necessary protective and rehabilitative services to be provided to the child and the child's family;

2. Petition the court for services deemed necessary; [...]

Human trafficking is an extremely traumatic experience for the child and their family. To assist the child and family heal from the trauma they have experienced, the LDSS may need to arrange for necessary protective and rehabilitative services for the child and family. The LDSS may make referrals during the course of the human trafficking assessment to assist the child and family. Referrals for services should be made with the consent of the child or family.

Children and youth who have been victims of trafficking have many needs similar to those of children who enter the child welfare system because of substantiated abuse or neglect by their parents. The Child Welfare and Human Trafficking: A Guide for Child Welfare Agencies (Child Welfare Information Gateway, 2017) suggests consideration of the following service needs when dealing with children and youth who have been victims of trafficking:

- **Physical health:** Victims often have experienced physical abuse or neglect, mental abuse and/or sexual abuse. Associated with this maltreatment may be physical injuries including untreated internal or external injuries; sexually transmitted diseases, including HIV; and malnutrition. They may be addicted to drugs and/or alcohol either as a result of being forced to use substances by their trafficker or as a coping mechanism. Their overall health may show the consequences of long periods of poor or no medical or dental care. Child welfare workers can help by ensuring that victims have access to medical screenings and treatment to address both immediate and long-term concerns.
- **Mental health and trauma:** It is hard to overstate the complex mental health needs of trafficking victims. The traumatic experiences of being trafficked have often come at the expense of the youth's childhood. Severe abuse experiences may cause alterations in brain development, as the child or youth learns to operate from a "survival" mode. In addition, victims may not have experienced a secure and trusting relationship with a parent or other caretaker, which makes it difficult to build other relationships. In extreme maltreatment cases, such as being trafficked, a victim may experience posttraumatic stress syndrome.

Most children who have been trafficked have a need for long-term, intensive mental/behavioral health services that can help them move forward into a new, healthier life. Research has suggested the benefits of cognitive-behavioral therapy for children who have been trafficked.

- **Education:** Trafficked youth will likely require educational screening and may require remedial services. Child welfare workers can help by collecting records, exploring education options and facilitating enrollment.
- **Legal services:** There are a number of circumstances that might require a trafficked youth to hire/need legal help. Victims may need legal help if they have been charged with prostitution or other crimes. They may need legal help to get protection for themselves from the trafficker(s).
- **Other needs:** Trafficked victims will often need help with basic life skills (e.g. opening a bank account, keeping medical records) as well as training for a job and basic job skills. For many youth, having a mentor or someone who is willing and available to provide guidance over the long-term is essential to ensure that the youth is able to pursue a life away from trafficking.

4.2.3.9 Notifications

4.2.3.9.1 Attorney for the Commonwealth and local law enforcement

Section [§ 63.2-1503 D](#) of the Code of Virginia requires the LDSS report **immediately but within two hours** of receipt to the attorney for the Commonwealth and local law enforcement all complaints or reports involving:

- Any sexual abuse, suspected sexual abuse, or other sexual offense involving a child, including but not limited to the use or display of the child in sexually explicit visual material, as defined in the Code of Virginia [§ 18.2-374.1](#) et seq. This includes criminal acts of commercial sex trafficking as defined in the Code of Virginia [§ 18.2-357.1](#).
- Any report or complaint involving an injury (actual or threatened) that may have occurred as the result of a commission of a felony or a Class 1 misdemeanor.

The LDSS shall provide records and information, including reports related to any complaints of abuse or neglect involving the victim(s) or the alleged perpetrator, related to the investigation of the complaint. The LDSS must document the date and time of notification to the local attorney for the Commonwealth and the local law enforcement agency in the child welfare information system.

4.2.3.10 Prevention services case

The LDSS may offer a Prevention Services case to the child and family after the completion of the human trafficking assessment. Information on the provision of Prevention Services is located in [Section 2 of Chapter B Prevention](#) of the Child and Family Services Manual.

4.2.3.11 Legal authorities

Due to the emergent nature of a child being identified as a victim of human trafficking, the worker may need to interview the child or their siblings without the consent of the child's or siblings' parents or guardians. The decision to exercise the authority granted in [§ 63.2-1506.1](#) should be based on imminent concerns for the safety of child. If the worker talks to the child or the child's siblings without the parent's or guardian's prior knowledge, the worker must notify the parents or guardians concerning the interview as soon as possible.

([§ 63.2-1506.1 G](#) of the Code of Virginia). When conducting a human trafficking assessment pursuant to this section, the local department may interview the alleged child victim or his siblings without the consent and outside the presence of such child's or siblings' parent, guardian, legal custodian, or other person standing in loco parentis, or school personnel.

During the course of a human trafficking assessment, the worker may need to take custody of the child until the child's parents or guardians can be located in order to ensure the safety of the child.

([§ 63.2-1517 C](#) of the Code of Virginia). A child-protective services worker of a local department responding to a complaint or report of abuse and neglect for purposes of sex trafficking or severe forms of trafficking may take a child into custody and the local department may maintain custody of the child for up to 72 hours without prior approval of a parent or guardian, provided that the alleged victim child or children have been identified as a victim or victims of sex trafficking or a victim or victims of severe forms of trafficking as defined in the federal Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7101 et seq.) and in the federal Justice for Victims of Trafficking Act of 2015 (P.L. [114-22](#)). After taking the child into custody, the local department shall notify the parent or guardian of such child as soon as practicable. Every effort shall be made to provide such notice in person. The local department shall also notify the Child-Protective Services Unit within the Department whenever a child is taken into custody.

It is imperative that LDSS seek legal counsel and advice when considering taking a child into custody under this Code section. The LDSS should work closely with their city or county attorney to develop protocols for these actions.

If the worker is unable to safely return the child to the custody of his parent or guardian **within 72 hours**, the LDSS shall obtain an emergency removal order pursuant to [§ 16.1-251](#) of the Code of Virginia.

([§ 63.2-1517 D](#) of the Code of Virginia). When a child is taken into custody by a child-protective services worker of a local department pursuant to subsection C, that child shall be returned as soon as practicable to the custody of his parent or guardian. However, the local department shall not be required to return the child to his parent or guardian if the circumstances are such that continuing in his place of residence or in the care or custody of such parent or guardian, or custodian or other person responsible for the child's care, presents an imminent danger to the child's life or health to the extent that severe or irremediable injury would be likely to result *or if* the evidence of abuse is perishable or subject to deterioration before a hearing can be held. If the local department cannot return the child to the custody of his parents or guardians within 72 hours, the local department shall obtain an emergency removal order pursuant to § 16.1-251.

When the LDSS is unable to safely return the child to the custody of his parent or guardian within 72 hours and files a petition for an emergency removal order, an investigation shall be opened pursuant to [§ 63.2-1505](#). The LDSS must immediately notify the parent or guardian that the response has changed from a human trafficking assessment to an investigation. See [Section 4.6](#) for further guidance on conducting an investigation.

See [Section 8—Judicial Proceedings](#) for further guidance on the judicial process for proceedings involving the abuse or neglect of a child.

4.3 Authorities of CPS workers

The Code of Virginia grants CPS workers the authority to conduct family assessments and investigations in response to a valid report of suspected child abuse or neglect. Generally, the power to enforce the worker's authority lies with the courts. For example, if an individual refuses to allow the worker to conduct the family assessment or refuses to talk to the worker, the worker may file a petition requesting that the court require the individual to cooperate. An individual's refusal to cooperate does not relieve the local department of social services (LDSS) of the responsibility to complete the family assessment or investigation because it has been initiated due to a valid report of abuse

or neglect. These authorities are applicable only during the conducting of the family assessment or investigation.

4.3.1 Authority to interview children

(22 VAC 40-705-60). When responding to valid complaints or reports local departments have the following authorities:

1. To talk to any child suspected of being abused or neglected, or child's siblings, without the consent of and outside the presence of the parent or other caretaker, as set forth by § [63.2-1518](#) of the Code of Virginia.

If the CPS worker talks to the child without the mother, father or guardian's prior knowledge, the CPS worker must notify the mother, father or guardian concerning the interview as soon as possible.

While the authority to talk to a child without parental knowledge or permission is an authority granted by Code of Virginia, the decision to exercise that authority should be grounded in concerns for child safety. For example, when conducting a family assessment, there should not be a need to interview the child without prior consent because the family assessment track is intended for reports that do not indicate **immediate** safety concerns. When conducting an investigation, the need to exercise this authority is to be expected because the investigation track is assigned when the allegations in the report are required by statute or indicate there is serious abuse or neglect resulting in immediate or impending harm to the child.

4.3.1.1 Parent or guardian refuses to allow child to be interviewed

The worker may consult with local county/city attorney to determine whether to petition the court to request access to the child if denied access by the mother, father or guardian.

4.3.1.2 CPS worker may exclude school personnel from interview

If the CPS worker interviews the child at school, the CPS worker may exclude school personnel from the interview in order to protect the family's right to privacy.

4.3.2 Authority to take/arrange for x-rays/photographs of the alleged victim

(22 VAC 40-705-60). When responding to valid complaints or reports local departments have the following authorities:

2. To take or arrange for photographs and x-rays of a child who is the subject of a complaint without the consent of and outside the presence of the parent or other caretaker, as set forth in § [63.2-1520](#) of the Code of Virginia.

Photographs may be taken as part of an investigation or family assessment to document the nature and extent of injuries to the child. These photographs cannot be used in lieu of a medical examination.

X-rays of a child may be taken without the consent of the mother, father or guardian as part of a medical evaluation related to a CPS family assessment or investigation. All photographs or x-rays taken in accordance with the Code of Virginia § [63.2-1520](#) may be introduced into evidence in any subsequent court hearing. The court can impose any restrictions concerning the confidentiality of the photographs or x-rays.

4.3.2.1 LDSS may seek complete medical examination of the child

([22 VAC 40-705-60 3d](#)). The local department shall have the authority to have a complete medical examination made of the child including a written medical report and, when appropriate, photographs and x-rays pursuant to § [63.2-1520](#) of the Code of Virginia.

The Code of Virginia § [63.2-1524](#) grants authority to the court to order psychological, psychiatric and physical examinations of the child alleged to be abused or neglected or of the child's mother, father, guardians, caretakers or siblings. If the alleged victim child's mother, father, caretaker or other legal guardian refuses permission to have a complete medical examination of the child, the LDSS may consult with the county/city attorney to determine whether to seek a court ordered examination of the child.

4.3.2.2 Photographs of the child's environment

The CPS worker must obtain verbal or written consent from the mother, father or guardian of the child prior to taking any photographs of the child's environment. Without the consent of parents or guardians, any photographs should only be taken under the direction and supervision of the attorney for the Commonwealth, or the city/county attorney for the LDSS.

Photographs may be taken to clarify statements made by witnesses, to document the circumstances surrounding the alleged abuse or neglect, to depict the environment where the alleged abuse or neglect occurred, and for any other legitimate purpose.¹

¹ *Campbell v. Commonwealth*, 405 S.E.2d 1 (Va. Ct. App. 1991) (“A picture can speak a thousand words, and these do.”); *Diehl v. Commonwealth*, 9 Va. App. 191, 385 S.E.2d 228, (1989); *Kelly v. Commonwealth*, 8 Va. App 359, 382 S.E.2d 270 (1989).

4.3.3 Authority to remove a child

The Code of Virginia [§ 63.2-1517](#) provides that a child may be taken into emergency custody when the circumstances present an imminent danger to the child's life or health to the extent that severe or irremediable injury would likely result before a hearing could be held and a court order was not immediately obtainable. The Code of Virginia [§ 63.2-1517](#) also allows a physician, a CPS worker, or a law enforcement officer to assume custody of a child when the evidence of the abuse is perishable or subject to deterioration before a court hearing can be held.²

([22 VAC 40-705-60](#)). When responding to valid complaints or reports local departments have the following authorities:

3. To take a child into custody on an emergency removal under such circumstances as set forth in [§ 63.2-1517](#) of the Code of Virginia.

See [Appendix N](#) for information regarding best practices that can be used by the CPS worker to lessen or reduce trauma during the course of a removal.

4.3.3.1 Persons who may take a child into custody

The following persons may take a child into emergency custody without prior approval of the child's mother, father or guardian:

- A physician;
- A CPS worker; or
- A law enforcement officer when investigating a complaint of child abuse or neglect.

4.3.3.2 Mandatory consultation with supervisor prior to removing child

([22 VAC 40-705-60 3a](#)). A child protective services worker planning to take a child into emergency custody shall first consult with a supervisor. However, this

² Prior to the 1998 General Assembly, [§ 63.2-1517](#) of the Virginia Code specified certain circumstances that must exist for a child to be taken into custody by a physician, a child protective services worker or law-enforcement officer. The 1998 General Assembly amended [§ 63.2-1517](#) of the Virginia Code by incorporating language allowing a physician, a CPS worker or a law-enforcement officer to assume custody of a child when the evidence of the abuse is perishable or subject to deterioration before a court hearing can be held.

requirement shall not delay action on the child protective services worker's part if a supervisor cannot be contacted and the situation requires immediate action.

This consultation must be documented in the child welfare information system.

4.3.3.3 Immunity from liability

([22 VAC 40-705-60 3c](#)). Any person who takes a child into custody pursuant to § [63.2-1517](#) of the Code of Virginia, shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent.

4.3.3.4 Emergency removal requirements

These requirements apply to emergency removal of a child during a CPS family assessment or investigation. LDSS may consult with the county/city attorney to ensure these removals are conducted according to the Code of Virginia. See [Section 8: Judicial Proceedings](#) for all legal requirements.

4.3.3.4.1 Exigent circumstances exist

The Code of Virginia § [63.2-1517](#) requires that exigent circumstances exist for emergency removal of a child from the custody of his mother, father or guardian.

“Exigent circumstances” means a situation that demands immediate action. The following circumstances must exist to remove a child without prior approval of the mother, father or guardian:

- The circumstances of the child are such that continuing in his place of residence or in the care or custody of the parent, guardian, custodian or other person responsible for his care, presents an imminent danger to the child's life or health to the extent that severe or irremediable injury would be likely to result before a hearing can be held.
- A court order is not immediately obtainable.
- The court has set up procedures for placing children taken into immediate custody.

4.3.3.5 Factual circumstances warranting removal

The petition or accompanying affidavit for an Emergency Removal Order (ERO) must contain a specific statement or account of the factual circumstances necessitating the removal of the child.

Child and Family Services Manual C. Child Protective Services**4.3.3.5.1 Immediate threat to life or health of the child**

(§ [16.1-251 A1](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that] The child would be subjected to an imminent threat to life or health to the extent that severe or irremediable injury would be likely to result if the child were returned to or left in the custody of his parents, guardian, legal custodian or other person standing in loco parentis pending a final hearing on the petition.

The circumstances of the child are such that remaining with the parent, legal guardian, or caretaker presents an imminent danger to the child's life or health.

4.3.3.5.2 Reasonable efforts to prevent removal

(§ [16.1-251 A2](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that] ... reasonable efforts have been made to prevent removal of the child from his home and there are no alternatives less drastic than removal of the child from his home which could reasonably protect the child's life or health pending a final hearing on the petition...

Removal of a child should only occur after consideration of alternatives to out-of-home placement. The court must be presented with an affidavit or sworn testimony establishing that reasonable efforts have been made to prevent removal of the child from his home.

4.3.3.5.3 No alternatives less drastic than removal

(§ [16.1-251 A2](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that]... there are no alternatives less drastic than removal of the child from his home which could reasonably protect the child's life or health pending a final hearing on the petition.

The safety of the child precludes provision of services to prevent placement because there are no alternatives less drastic than removal that could reasonably protect the child's life or health.

4.3.3.5.4 Alternatives less drastic than removal

(§ [16.1-251 A2](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that]... the alternatives less drastic than removal may include but not be limited to the provision of medical, educational, psychiatric, psychological, homemaking or other similar services to the child or family or the issuance of a preliminary protective order pursuant to [§ 16.1-253](#).

Child and Family Services Manual C. Child Protective Services**4.3.3.5.5 No opportunity to provide preventive services**

(§ [16.1-251 A2](#) of the Code of Virginia). ...when a child is removed from his home and there is no reasonable opportunity to provide preventive services, reasonable efforts to prevent removal shall be deemed to have been made.

Circumstances may occur when there is no reasonable opportunity to provide preventive services before removing a child from the home.

4.3.3.6 Notifications and written reports if child is taken into emergency custody

If a child is taken into emergency custody pursuant to the Code of Virginia § [63.2-1517](#), the service worker, physician, or law enforcement officer shall:

- Notify the child's mother, father or guardians as soon as possible that the child is in custody.
- Make a written report to the LDSS.
- Notify the court as soon as possible but in no event **more than 72 hours** the child is in custody depending on the court's availability.
 - If the 72-hour period for holding a child in custody and for obtaining a preliminary or emergency removal order expires on a Saturday, Sunday, or legal holiday or day on which the court is lawfully closed, the 72 hours shall be extended to the next day on which the court is open.
- File the petition for an emergency removal order **within four (4) hours** of taking custody of the child, or state the reasons for not filing within four hours in the affidavit or sworn testimony.

4.3.3.7 Information to be obtained when child is taken into emergency custody by CPS

The LDSS must obtain as much of the following information as possible for purposes of filing a petition:

- The name of the person who assumed emergency custody, his or her professional capacity and the telephone number where he or she can be reached.
- The child's name and birth date.
- Names of mother, father or guardians.

- Present or last known address of mother, father or guardians.
- Description of the child's condition in as much detail as possible.
- Any information known concerning the circumstances of the suspected abuse or neglect, including the petitioner's name and the nature of the complaint.
- The specific time and date emergency custody was taken.
- Reason(s) why services to prevent the need for removal were not successful or could not be delivered.

4.3.3.8 Placement requirements when CPS has assumed emergency custody of the child

The LDSS shall ensure that *while in custody* the child is placed in an appropriate *approved* setting which will assure the child's safety. The LDSS must consider relatives *or fictive kin* as a possible emergency agency-approved foster home for the child. If the child is *to be* placed in an agency-approved foster home, the CPS worker should consult with the agency's foster care or resource family staff.

The following procedures shall be followed **prior to placing the child**:

4.3.3.8.1 Supervisory consultation to determine placement

The child's safety is the primary consideration in deciding whether to place the child on an emergency basis with a relative, neighbor, or friend. The CPS worker in consultation with a supervisor makes a decision to place the child in the home of a relative, neighbor, or friend that is not an agency approved provider. The decision is based on the child's best interest and the appropriate local agency procedures are followed to make the placement.

4.3.3.8.2 Required background checks on individuals with whom an agency may place a child on an emergency basis

If the CPS worker is considering a placement with a person that is not an agency approved provider, the Code of Virginia [§ 63.2-901.1 B](#) requires CPS central registry checks and a written statement of affirmation disclosing any child abuse and neglect and criminal history in Virginia and any other state of residence in the past five years for each adult in the home. The CPS worker, in consultation with a supervisor, shall evaluate and document in the child welfare information system the results of the CPS Central Registry searches on every adult household member with whom the agency is considering

placing the child. The [Sworn Statement or Affirmation form](#) is available on the DSS public website.

It is the CPS worker's responsibility to complete both the central registry search and state police criminal background check as soon as possible.

For further guidance on emergency placements refer to the [VDSS Child and Family Services Manual, Chapter E, Foster Care, Section 4](#).

The worker and supervisor may also refer to the [VDSS Child and Family Services Manual, Chapter D, Local Department Resource, Foster and Adoptive Family Home Approval Guidance](#).

The following procedures shall be followed **after placing the child**:

4.3.3.8.3 Post-emergency placement procedures

The Code of Virginia [§ 63.2-901.1](#) establishes that additional searches or procedures are required if the child is to remain in the emergency non-agency approved placement for more than **three days**. CPS workers should consult with agency foster care or resource family staff to ensure the requirements are met if the child is to remain in the emergency placement for longer than **three days**. The worker may refer to the [VDSS Office of Background Investigations](#) for additional information regarding criminal background checks.

4.3.3.8.4 Convene family partnership meeting around emergency removal

The LDSS should schedule a family partnership meeting (FPM) when the worker assesses the child's safety to be in jeopardy or at risk of removal or out of home placement. However, safety concerns are paramount and necessary action to address safety issues shall not be delayed. The FPM should be scheduled **within 24 hours** after safety issues have been identified and the agency is considering removal, and occur before the five-day court hearing in cases after the emergency removal. Emergency removal prompts the need to convene a FPM. This meeting provides the opportunity for family and community participation in the decision-making process for the child. Engaging the relatives and natural support of the family will be crucial to a successful meeting. The purpose of the meeting is to facilitate planning to determine whether:

- The agency should file for custody and facilitate placement;

- The child can remain home safely with services, or the child return safely home with services; or
- There will be voluntary placement of the child by the mother and father with provision of services and a safety plan.

The CPS worker should conduct the face to face interview with the alleged victim child and the parent/caretaker prior to the FPM since the purpose of the meeting is not to interview caretakers, alleged victims, or other collaterals.

The worker and supervisor should discuss the convening and timing of a FPM at this critical decision point. All FPMs must be documented in the child welfare information system. For guidance on FPMs please refer to the [VDSS Child and Family Services Manual, Chapter A, Family Engagement](#).

4.3.3.8.5 Locating and notifying relatives or other potential caretakers

Due diligence should be made to locate all maternal and paternal grandparents and other adult relatives at the time of removal. All efforts to locate relatives shall be documented in the child welfare information system. The CPS worker may contact relatives without the family's consent, written release or court order when it is determined that disclosure of information is in the child's best interests and the person has a legitimate interest. The CPS worker has authority to contact parents, grandparents, or any other individuals that the LDSS considers a potential caretaker for the child being removed. For additional information, see the VDSS Child and Family Services Manual, Chapter C, [Section 9, Confidentiality](#), on Release of Information to Legitimate Interests.

Within 30 days after removing a child from the custody of the parent/guardian(s), the LDSS shall provide written notice to all maternal and paternal grandparents and other adult relatives that the child is being removed or has been removed from the custody of the parent/guardian(s). When feasible, this should be done **within five days**.

Additionally, notification shall be given to all parents, including biological, adoptive and step-parents that have legal custody of any siblings to the child who has been removed. Siblings are defined as two or more children having one or more parents in common.

The purpose of this notice is to explain options the relative has to participate in the care and placement of the child in an effort to establish permanency for the child.

The LDSS may determine it is not in the child's best interest to notify relatives involved in family or DV or who are listed on the Virginia State Police Sex Offender Registry. Additional guidance regarding DV and its impact on children can be found in Appendix F of the [VDSS Child and Family Services Manual, Chapter H, Domestic Violence](#).

A copy of the written communication shall be kept in the record, and a notation of the agency send date and relative response date, if any, must be recorded in the child welfare information system. For additional guidance on notification of relatives refer to Section 2.3 of the [VDSS Child and Family Services Manual, Chapter E, Foster Care](#).

([Social Security Act, Title IV, § 471 \(a\) \(29\) \[42 USC 671\]](#))...within 30 days after the removal of a child from the custody of the parent or parents of the child, the State shall exercise due diligence to identify and provide notice to all adult grandparents and other adult relatives of the child (including any other adult relatives suggested by the parents), subject to exceptions due to family or domestic violence, that—.... “(B) explains the options the relative has under Federal, State, and local law to participate in the care and placement of the child,
..

4.3.3.8.6 Documentation in the child welfare information system

Information for every child who enters foster care shall be entered into the child welfare information system as soon as possible. The CPS investigation associated with the removal should be connected to the foster care case through the use of the case connect function in the child welfare information system. This will help to ensure the case is opened in the family name. Placement information shall be entered in the foster care case **within five working days of the removal**. For additional guidance on opening a foster care case refer to the [VDSS Child and Family Services Manual, Chapter E, Foster Care, section 4](#).

4.3.3.9 Authority to obtain immediate medical or surgical treatment for child

The VAC explains the Code of Virginia [§ 54.1-2969](#) granting this authority.

([22 VAC 40-705-60 3e](#)). When a child in emergency custody is in need of immediate medical or surgical treatment, the local director of social services or his designee may consent to such treatment when the parent does not provide consent and a court order is not immediately obtainable.

Child and Family Services Manual C. Child Protective Services

When an LDSS has assumed emergency custody of a child and that child is in need of immediate medical or surgical treatment, the LDSS must take the following actions as listed below:

- If a child is in need of immediate medical treatment and the parent is unwilling or unable to consent, the LDSS should first attempt to obtain a court order for treatment.
- If a court order is not immediately obtainable, authority to consent to surgical or medical treatment, tantamount with that of a parent, is confirmed upon the local director of the LDSS, or that person's designee.

4.3.3.9.1 Local director may designate certain persons to provide consent

The local director may designate no more than two persons to act on his or her behalf in authorizing surgical or medical treatment. Those persons must be chosen from:

- Assistant director;
- Casework supervisor;
- Senior service worker; or
- Service worker.

4.3.3.9.2 Parents or guardians of child shall be notified as soon as practicable

Any authorized person who consents to emergency surgical or medical treatment of a child shall make every reasonable effort to notify the child's mother, father or guardian as soon as practicable.

4.3.3.9.3 Establish protocol with local hospitals for obtaining consent

Each LDSS should establish protocol with local hospitals for obtaining consent when surgical and medical treatment is necessary for a child under emergency custody. This agreement should include:

- A list of persons who may sign the consent form.
- A statement that the parents or guardians of the child refuse to give consent or are unavailable to give consent.

- A statement that a court order for such treatment is not immediately obtainable.
- A statement from the attending physician as to what treatment is necessary.

4.3.3.9.4 Payment for surgical and medical treatment

The LDSS should attempt to obtain payment for surgical or medical treatment from the child's mother, father or the child's legal guardians if appropriate. If the parents or legal guardians are unable to pay for the treatment, the LDSS shall explore the possibility that the child may be eligible for Medicaid, Medicare, or other funding.

4.3.3.9.5 LDSS cannot provide consent if child is not in custody

([22 VAC 40-705-60 3f](#)). When a child is not in the local department's custody, the local department cannot consent to medical or surgical treatment of the child.

4.3.4 Emergency removal of an Indian child

The emergency removal and emergency placement of an Indian child into a foster home is allowed only as necessary to prevent imminent physical damage or harm to the child. This applies to Indian children regardless of whether they live on a reservation or not. The only exception is if the child is removed from a reservation where the tribe exercises exclusive jurisdiction. See [Section 1, Appendix A: Indian Child Welfare Act](#) and [Section 1, Appendix B: Tribal Resources](#) for more information.

Emergency removal of any Indian child must be as short as possible. The LDSS must:

- Diligently investigate and document whether the removal is proper and continues to be necessary to prevent imminent physical damage or harm to the child;
- Promptly hold a hearing to hear evidence and evaluate whether the removal continues to be necessary whenever new information is received or assertions are made that the emergency situation has ended; and
- Immediately terminate the emergency removal once the court possesses sufficient evidence to determine that the emergency has ended.

If the LDSS conducts an emergency removal of a child whom the LDSS knows or has any reason to think is an Indian child, the LDSS must:

- Treat the child as an Indian child until it is determined that the child is not an Indian child;
- Conduct active efforts to prevent the breakup of the Indian family as early as possible, including when possible, before the removal of the child;
- Immediately take and document all practical steps to confirm whether the child is an Indian child and to verify the Indian child's tribe;
- Immediately notify the child's parents or Indian custodians and the Indian tribe of the removal of the child;
- Take all practical steps to notify the child's parents or Indian custodians and the Indian tribe about any hearings regarding the emergency removal of the child; and
- Maintain records that detail the steps taken to provide any required notifications.

4.3.4.1 Affidavit

In addition to statements of the facts that necessitated the emergency removal, the affidavit that accompanies a petition for an emergency removal of an Indian child must specifically include:

- Name, age, address for the Indian child;
- Name and address of the child's parents and/or Indian custodians;
- If unknown, a detailed explanation of what efforts have been made to locate the child's parents and/or Indian custodian, including notice to the appropriate [Bureau of Indian Affairs Regional Director](#);
- If residence is on Indian reservation, the name of the reservation;
- Tribal affiliation of the child and parents and/or Indian custodians;
- A statement of the specific active efforts that have been taken to assist the parents or Indian custodians so the child may safely be returned to their custody.

4.3.4.2 Temporary custody

Temporary emergency custody should not be continued for more than 30 days. Temporary emergency custody may be continued for more than 30 days only if:

- A hearing is held and results in a determination by the court, supported by clear and convincing evidence and testimony of at least one qualified expert witness, that the custody of the child by the parent or Indian custodian is likely to result in imminent physical damage or harm to the child; or
- Extraordinary circumstances exist.

4.3.4.3 Expert witness

A qualified expert witness should have knowledge of the Indian tribe's culture and customs. The court or any party to the proceedings may request the assistance of the Indian child's tribe or the Bureau of Indian Affairs agency serving the Indian child's tribe in locating persons qualified to serve as expert witnesses.

4.3.4.4 Additional resources

- [Section 1: Introduction to CPS](#), Appendix A of this manual for additional information regarding The Indian Child Welfare Act (ICWA).
- [Section 8: Judicial Proceedings](#), Appendix D of this manual for additional information on court proceedings for removal of an Indian child.
- Additional resource: [The Federal Register: Guidelines for State Courts and Agencies in Indian Child Custody Proceedings](#), a notice by the Indian Affairs Bureau on 2/25/2015.

4.4 Responsibilities of CPS workers

4.4.1 CPS worker may enter the home

[\(22 VAC 40-705-90 A\)](#). In conducting a family assessment or an investigation, the child protective services worker may enter the home if permitted to enter by an adult person who resides in the home. Only in those instances where the child protective services worker has probable cause to believe that the life or health of the child would be seriously endangered within the time it would take to obtain a court order or the assistance of a law enforcement officer, may a child protective services worker enter the home without permission. A child protective services worker shall document in detail in the record and discuss with supervisory personnel the basis for the decision to enter the house without permission.

4.4.1.1 Entering the home

When conducting a family assessment or an investigation, the CPS worker should explain the purpose of the visit and enter the home when allowed to do so by an adult who resides in the home.

4.4.1.2 CPS worker may enter home without permission if there is probable cause to believe exigent circumstances exist

The CPS worker cannot enter the home without permission unless there is probable cause to believe that the circumstances are such that the life or health of the child would be seriously endangered within the time it would take to obtain a court order or the assistance of a police officer.

The assistance of a police officer does not, in and of itself, provide the authority for a CPS worker to enter the home without permission. There must be probable cause to believe that “exigent circumstances” exist.

“Probable cause” means the reasonable belief in the existence of facts on which the complaint is based.³ “Exigent circumstances” means situations that demand unusual or immediate action. They are emergency-like circumstances in which the CPS worker must act immediately to protect the safety of a child or preserve the evidence in an investigation.⁴

4.4.1.3 CPS worker shall consult with supervisor and document decision to enter a home without permission

If the circumstances are such that the CPS worker must enter the home without permission of an adult residing in the home, the CPS worker shall record in the child welfare information system the reason for this action. The CPS worker shall consult with a supervisor to make this decision.

4.4.1.4 Adult residing in home refuses to allow CPS worker to enter a home

If a person residing in the home refuses to allow the CPS worker into the home and there are no exigent circumstances demanding that the CPS worker act immediately, the CPS worker must consider alternate plans such as seeking court assistance to gain access to the home. The CPS worker may consult with county/city attorney to determine if court intervention is appropriate. For a further

³ Black’s Law Dictionary 1321 (9th ed. 2009).

⁴ Black’s Law Dictionary 277 (9th ed. 2009).

discussion of alternatives to entering the home when permission is denied, see [Appendix B](#).

4.4.1.4.1 Exception: Conducting joint investigation with law enforcement

If, during a joint investigation, a law-enforcement officer or the Commonwealth's Attorney Office objects to the CPS worker informing the person of his right to refuse entry, the LDSS should consider that objection as an exception to [22 VAC 40-705-90 A](#).

The objection is only valid during a joint investigation with law enforcement when the investigation involves criminal charges. The objection must be premised upon not compromising the criminal investigation. The CPS worker shall document the objection in the child welfare information system.

4.4.2 Transporting children

([22 VAC 40-705-90 C](#)). The child protective services worker may transport a child without parental consent only when the local department has assumed custody of that child by virtue of the emergency removal authority pursuant to [§ 63.2-1517](#) of the Code of Virginia, by an emergency removal court order pursuant to [§ 16.1-251](#) of the Code of Virginia, or by a preliminary removal order pursuant to [§ 16.1-252](#) of the Code of Virginia.

4.4.3 Request consent to substance abuse screening

([22 VAC 40-705-90 D](#)). When a child protective services worker has reason to believe that the caretaker in a valid report of child abuse or neglect is abusing substances and such behavior may be related to the matter being investigated or assessed, the worker may request that person to consent to substance abuse screening or may petition the court to order such screening.

4.4.3.1 LDSS must develop substance abuse guidelines

([22 VAC 40-705-90 D1](#)). Local departments must develop guidelines for such screening.

([22 VAC 40-705-90 D2](#)). Guidelines may include child protective services worker administration of urine screening.

The LDSS should seek the assistance of the office of the attorney for the Commonwealth, the local city/county attorney, or the court to develop these guidelines.

4.4.4 Reasonable diligence

The Code of Virginia [§ 63.2-1503 F](#) mandates the LDSS to use reasonable diligence in locating the subjects of a report or complaint of abuse or neglect.

([22 VAC 40-705-50 H3](#)). The local department shall use reasonable diligence to locate any child for whom a report or complaint of suspected child abuse or neglect has been received and determined valid and persons who are the subject of a valid report if the whereabouts of such persons are unknown to the local department, pursuant to [§ 63.2-1503 F](#) of the Code of Virginia.

4.4.4.1 Document use of reasonable diligence in locating child and family

([22 VAC 40-705-50 H4](#)). The local department shall document its attempts to locate the child and family.

The LDSS shall document in the child welfare information system all attempts to locate the alleged victim child and the family.

4.4.4.2 Use of reasonable diligence in locating alleged victim child

The Code of Virginia [§ 63.2-1503 F](#) requires the LDSS to use reasonable diligence to locate children for whom a report of suspected child abuse or neglect has been received and is receiving a family assessment or investigation.

4.4.4.3 Reasonable diligence shall be used to locate subjects of the family assessment or investigation

Reasonable diligence shall also be used by the LDSS to locate persons who are the subject of a CPS family assessment or investigation, if the whereabouts of such persons are unknown to the LDSS.

4.4.4.4 Subjects of the family assessment or investigation

The subjects of the family assessment or investigation include:

- Any child for whom a report of suspected abuse or neglect has been received and is under investigation.
- Persons named as the alleged abuser or neglecter of a report that is under investigation.

Child and Family Services Manual C. Child Protective Services**4.4.4.5 What constitutes reasonable diligence**

The LDSS shall document reasonable and prompt attempts to locate the child and family including checking the following, when applicable:

- Child welfare information system.
- Postal Service for last known address.
- Postal Service for forwarding address.
- Neighbors, landlords, known relatives.
- School records.
- Department of Motor Vehicles.
- Department's Division of Support Enforcement.
- Department of Corrections, Probation and Parole.
- Law Enforcement.
- Telephone and utility companies.
- Employer.
- [Personal locator tool](#) and/or SPIDeR searches.
- Internet searches including generic search engines such as Google, Yahoo, Bing, etc.
- Social networks such as Facebook, *Instagram* or Twitter.
- Other appropriate contacts.

The LDSS must document in the child welfare information system all attempts to locate the child and family and the results of the attempts.

4.4.4.6 When the alleged victim child is not found

([22 VAC 40-705-50 H5](#)). In the event the alleged victim child or children cannot be found after the local department has exercised reasonable diligence, the time the child cannot be found shall not be computed as part of the 45-60 day time frame to

complete the investigation, pursuant to subdivision B5 of § [63.2-1505](#) of the Code of Virginia.

When the alleged victim child cannot be located, despite the LDSS's efforts, the time frame for completing the investigation or family assessment will be suspended. The LDSS must document the suspension in the child welfare information system and the reasoning for the suspension.

4.4.4.7 LDSS must notify child welfare information system

When the alleged victim child is not located, the LDSS must notify the child welfare information system that the family assessment or investigation is suspended and pending.

4.4.4.8 LDSS must continue periodic checks for missing child

If the alleged victim child is not found, the LDSS must establish a timetable for making periodic checks for the missing child. The LDSS shall document the timetable in the case record and the results of the periodic checks. *The LDSS must document their reasonable diligence efforts to locate the missing child each month for **at least 90 days** until the LDSS is satisfied with the resolution of the case. The LDSS must document in the child welfare information system the resolution of the referral.*

4.4.4.9 If missing child is found

If a family assessment or an investigation was suspended and the missing child is subsequently located, the LDSS must resume the assessment or investigation of the original complaint or report and update the child welfare information system. Upon locating the missing child, a new 45-day time frame will commence.

4.4.5 Screen all children for sex trafficking

Federal law, specifically Title 1 of the Preventing Sex Trafficking and Strengthening Families Act ([HR 4980](#)), requires child welfare agencies to identify, document and determine appropriate services for children and youth at risk of sex trafficking. While research indicates that youth in foster care are one of the most vulnerable populations, all children who experience abuse or neglect are at risk. All children must be screened to determine if they are a victim of sex trafficking and the results must be documented in the child welfare information system.

4.4.5.1 Indicators of sex trafficking

Signs that a child is a victim of sex trafficking may include but are not limited to:

Child and Family Services Manual C. Child Protective Services

- History of emotional, sexual or other physical abuse;
- Signs of current physical abuse and/or sexually transmitted diseases;
- History of running away or current status as a runaway;
- Inexplicable appearance of expensive gifts, clothing, cell phones, tattoos or other costly items;
- Presence of an older boyfriend or girlfriend;
- Drug addiction;
- Withdrawal or lack of interest in previous activities; or
- Gang involvement.

4.4.5.2 When sex trafficking is identified

If the LDSS identifies or receives information that a child has been a victim of sex trafficking, they shall notify local law enforcement **within 24 hours** of identifying or receiving such information and document such notification in the child welfare information system.

The LDSS may contact the [National Human Trafficking Resource Center](#) (NHTRC) at 1-888-3737-888 if they suspect sex trafficking of a minor. NHTRC operates a 24 hour hotline to help identify and coordinate with local organizations that protect and serve victims of trafficking.

4.4.5.3 Safety considerations for sex trafficking victims

The following questions are helpful when assessing safety of sex trafficking victims and the answers should help inform the safety plan:

- Where is the sex trafficker right now?
- Is the child living under any current threats or fears?
- Is the child afraid someone will be looking for them?
- Is the child concerned for their own safety? If yes, what is the basis of this concern?
- Does anyone else know about their current situation?

Safety considerations may include developing a plan with the child victim to include:

- What would they do if they encounter the trafficker?
- What will they do if the trafficker calls or emails them?

4.4.5.4 Additional information

See [Appendix M](#) for information regarding screening for victims of human trafficking, which includes sex trafficking. Additional information regarding sex trafficking can be found in the on-line course, CWSE4000: Identifying Sex Trafficking in Child Welfare. This course is available on the [VDSS public website](#).

4.4.6 LDSS shall not purchase certain services

The Code of Virginia [§ 63.2-1503](#) does not permit the LDSS to purchase CPS investigation or family assessment services from private or other public non-social services departments.

An LDSS may contract with another LDSS to provide these services.

4.4.7 Obtain and consider child abuse and neglect central registry check

Sections [63.2-1505](#) and [63.2-1506](#) of the Code of Virginia require the LDSS obtain and consider the results of a search of the Central Registry of the alleged abuser or neglector in a family assessment or investigation when there is evidence of child abuse or neglect and the LDSS is evaluating the safety of the home and whether a removal is needed to protect the child.

4.4.8 Obtain and consider criminal history record check

Sections [63.2-1505](#) and [63.2-1506](#) of the Code of Virginia allow the LDSS to obtain and consider the results of a search of the Central Criminal Records Exchange of the alleged abuser or neglector in a family assessment or investigation when there is evidence of child abuse or neglect and the LDSS is evaluating the safety of the home and whether a removal is needed to protect the child.

4.4.9 Inquire if alleged abuser or neglector has resided in another state

Sections [63.2-1505](#) and [63.2-1506](#) of the Code of Virginia require the LDSS inquire whether the alleged abuser or neglector in a family assessment or investigation has resided in another state within the last five years, and if they have resided in another state, the LDSS shall request a search of the child abuse or neglect registry or

Child and Family Services Manual C. Child Protective Services

equivalent registry maintained by the state(s). The LDSS must document the results of such inquiry in the child welfare information system.

4.5 Family assessment

The family assessment response is one of two approaches that can be used to respond to a valid CPS complaint. The Family Assessment track is an essential part of the transformation of services and supports the strengthening of families within Virginia.

The family assessment is a process of gathering and evaluating information and formulating conclusions regarding family functioning specific to child abuse/neglect, the presenting complaint allegations, and family needs related to child safety and risk of future abuse or neglect.

The VAC [22 VAC 40-705-10](#) defines family assessment as follows:

[\(22 VAC 40-705-10\)](#). “Family assessment” means the collection of information necessary to determine:

1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and family that will deter abuse or neglect;
3. Risk of future harm to the child; and
4. Alternative plans for the child’s safety if protective and rehabilitative services are indicated and the family is unable or unwilling to participate in services. These arrangements may be made in consultation with the caretaker of the child.

[\(22 VAC 40-705-70 B\)](#).

B. When completing a *human trafficking assessment* or family assessment, the local department shall gather all relevant information in collaboration with the family, to the degree possible, in order to determine the child and family services needs related to current safety or future risk of harm to the child.

The family assessment is a child-centered, family-focused, participatory process that is done with the family. The family assessment builds on family strengths. It identifies parental capacities and resources within the family and the community. The process is designed to incorporate parent/caretaker perceptions of child safety, address the presenting complaint, and determine service needs related to potential maltreatment of the child. The family assessment can and should include the active involvement of all members of the family and significant others in the extended family or community, as appropriate.

4.5.1 Time frames to complete family assessment

Section [63.2-1506](#) of the Code of Virginia requires the LDSS to complete and document the family assessment within 60 calendar days of receipt of the complaint or report.

4.5.2 Notify family of family assessment

The VAC [22 VAC 40-705-90 B](#) requires the CPS worker to explain the CPS family assessment process to the mother, father or involved caretakers.

([22 VAC 40-705-90 B](#)). Before conducting a family assessment or investigation, the child protective services worker shall explain the responsibilities and authorities of child protective services so that the parent or other caretaker can be made aware of the possible benefits and consequences of completing the family assessment or investigation. The explanation must be provided orally and in writing.

The CPS worker must notify the family verbally and in writing that a report of suspected abuse or neglect has been received and that a family assessment will be conducted in response to the report. The written notification is the brochure "[Child Protective Services: A Guide to Family Assessment](#)". The CPS worker must make the family aware of the possible benefits and consequences of having a family assessment conducted with their family. The CPS worker shall document this notification in the child welfare information system.

This notification may occur when the CPS worker contacts the family to arrange the initial home visit.

4.5.3 Home visits

Families who are treated with respect can contribute more concretely to the identification of the family and children needs. When families are a part of the process, they are more likely to participate in the assessment and cooperate with service recommendations.

Some advantages of using announced visits include:

- Demonstrates respect.
- Sends the message that we want them involved.
- Helps the family prepare for the visit and decide who they would want present.
- Gives them a voice in scheduling.

- Family feels heard and recognized as a partner.

Appropriate uses of unannounced visits include:

- Unannounced home visits should be made when there is a concern for safety and/ or the child is perceived to be in imminent danger.
- Unannounced visits are also appropriate when phone calls are not returned or an appearance of non-compliance with scheduled meetings.
- Unannounced visits are common in the investigation track due to presenting safety concerns and the need to gather evidence to make a dispositional assessment as to whether the abuse or neglect has occurred.
- Families can agree to unannounced visits as part of a safety plan.

One of the critical differences between an investigation and a family assessment is there is no finding of abuse or neglect in a family assessment. Family assessments are typically reports which do not involve serious safety factors. The family assessment centers on assessing the family strengths and needs in collaboration with the family and an effective assessment depends on the extent of family engagement in the process. Engagement begins with the first contact and should continue throughout the family assessment process.

The LDSS is ultimately responsible for the decision to conduct announced or unannounced home visits.

4.5.4 Notify non-custodial parent

([§63.2-1503](#) of the Code of Virginia) The local department shall notify the custodial parent and make reasonable efforts to notify the noncustodial parent as those terms are defined in [§ 63.2-1900](#) of a report of suspected abuse or neglect of a child who is the subject of an investigation or is receiving family assessment, in those cases in which such custodial or noncustodial parent is not the subject of the investigation.

Pursuant to [§ 63.2-1503 O](#) of the Code of Virginia, the LDSS shall make reasonable efforts to notify the non-custodial parent when that parent is not the subject of the child abuse or neglect report. Not only does the non-custodial parent have a right to know about the report involving his/her child, that parent may be a resource to the child and should be invited to any FPM scheduled. However, if there is reason to believe that such notification would be detrimental to the child, the LDSS may take that concern into account. The response to the report should not be delayed if the non-custodial parent is unreasonably difficult to contact. The LDSS should document all reasonable efforts to locate and notify the non-custodial parent about the report. Conversely, the

LDSS should document why reasonable efforts were not made to notify the non-custodial parent.

4.5.5 Document all contacts and observations

The CPS worker shall document all contacts and observations required by regulation in a family assessment in the child welfare information system. It is equally important that the worker document reasons why any mandated contacts or observations were not made or completed. For example, if three phone messages were left or two home visits made with no one answering the door, those attempts should be documented in the child welfare information system and may be considered as the initial response.

A FPM does not fulfill the requirement for any mandated contact interview during a family assessment as the purpose is not to interview alleged victims, parents/caretakers, and collaterals. The CPS worker should conduct the face to face interview with the alleged victim child, siblings, and the parent/caretaker prior to any FPM.

4.5.6 Mandated contacts for family assessment

[\(22 VAC 40-705-80 A1-5\)](#). During the course of the family assessment, the child protective services worker shall document in writing in the state automated system the following contacts and observations.

1. The child protective services worker shall conduct a face-to-face interview with and observe the alleged victim child within the determined response time.
2. The child protective services worker shall conduct a face-to-face interview with and observe all minor siblings residing in the home.
3. The child protective services worker shall conduct a face-to-face interview with and observe all other children residing in the home with parental permission.
4. The child protective services worker shall conduct a face-to-face interview with the alleged victim child's parents or guardians or any caretaker named in the report.
5. The child protective services worker shall observe the family environment, contact pertinent collaterals, and review pertinent records in consultation with the family.

A face-to-face interview with any child must be documented as a “worker visit” in the child welfare information system.

4.5.6.1 The family interview

The first contact with the family sets the tone for how the CPS worker will engage with the family, how the family will learn about CPS expectations, and how the family will learn what CPS can provide.

When it is possible, practical, and places no family member in danger, a pre-arranged, announced or scheduled family interview should be conducted. This type of interview allows the CPS worker to observe interaction among family members that may contribute to the family needs assessment. When a family interview is conducted, the CPS worker must document each of the individual required contacts in the child welfare information system.

The family assessment approach is one of engaging and partnering with the family as a whole. Factors to consider when making a decision to do a family interview include whether or not the report mentions allegations of current or recent DV (in which case the CPS worker may want to interview the DV victim and children first and separately from the DV perpetrator); whether the reporter states that the child expressed fear of parental response; and whether there is a past history of significant child maltreatment.

Additional guidance regarding interviewing the family, children, DV victims and DV perpetrators can be found in sections 1.5.1 through 1.5.4 of the [VDSS Child and Family Services Manual, Chapter H, Domestic Violence](#).

Interviewing the family together can provide vital information about family dynamics and may trigger discussions that otherwise may not be held. Attention should be paid to verbal and non-verbal cues from the child that might lead the CPS worker to assess a need to interview the child in a different setting. This might be in another room on the same day or at school on another day. Each child should be interviewed in the way that will best provide safety and build rapport with the family for future services.

Additional resources for conducting family assessments can be found in Appendix F.

4.5.6.2 Interviewing the child

The CPS worker shall conduct a face-to-face interview with the alleged victim child and shall conduct this worker visit **within the response priority level assigned**. Timeliness of the face-to-face interview with the alleged victim child is essential to assessing safety. A face-to-face interview with the alleged victim child shall be completed:

Child and Family Services Manual C. Child Protective Services

Response Priority	Response Time
Response 1 (R1)	Within 24 hours of the date and time of the referral
Response 2 (R2)	Within 48 hours of the date and time of the referral
Response 3 (R3)	Within 40 work hours of the date and time of the referral

No child should be interviewed in such a manner that compromises their safety. It is expected that a child will be interviewed in private if necessary to ensure their safety. If the child is interviewed alone, it is important to explain to the caretakers prior to or immediately after why a separate interview with the child is important. The CPS worker should try to gain the caretaker's permission.

During the interview, the CPS worker should inform the child what will occur during the family assessment process. The CPS worker should observe the child and document the child's recollection and perception of the allegations, bearing in mind that the main focus of the family assessment is not to determine if the abuse or neglect has occurred but rather assessing for the services that will ensure child safety, permanency and well-being. The CPS worker should note the child's emotional and physical condition. If the report alleged the child had marks or injuries, the CPS worker should observe them as part of the family assessment.

The CPS worker should learn about the child's needs and capabilities for the purposes of risk assessment, strengths and needs assessment and service planning.

Electronic recording of children is not required in a family assessment. The use of electronic recording does not meet the purpose of the family assessment.

The CPS worker shall document all interviews and attempted interviews in the child welfare information system. *While it is important to document all attempted interviews to show reasonable diligence, it should be noted that attempted contacts do not satisfy the requirement to interview the alleged victim child within the determined response priority.*

4.5.6.3 Interviewing siblings

The CPS worker shall interview and observe minor siblings residing in the home of the alleged victim child in order to determine whether they have experienced abuse or neglect and to more fully evaluate the family strengths and needs.

No child should be interviewed in such a manner that compromises their safety. It is expected that a sibling will be interviewed in private if necessary to ensure their safety. If the sibling is interviewed alone, it is important to explain to the caretakers prior to or immediately after why a separate interview with all of the children is important. The CPS worker should try to gain the caretaker's permission.

4.5.6.4 Non-verbal children

In reports that involve a non-verbal child, the CPS worker shall document in detail in the child welfare information system the observations of the child interacting with his or her family members and environment. The CPS worker should learn about the child's needs and capabilities from involved caretakers, or siblings for the purposes of safety assessment, strengths and needs assessment, safety and service planning and risk assessment.

4.5.6.5 Other children in the home

The CPS worker shall interview other children living in the home as collaterals. They may have information which would help assess safety, strengths and needs of the family. Such contact should be made with prior consent of the non-victim child's parent or guardian. If the situation warrants contact with the non-victim child prior to such consent being obtained, the parent or guardian should be informed as soon as possible after the interview takes place.

4.5.6.6 Interviewing the mother, father or involved caretakers

The CPS worker shall conduct a face-to-face interview with the mother, father or involved caretakers. Whenever possible and appropriate, these interviews should be scheduled in advance. When calling to schedule a home visit or at the home visit, they shall be informed of the allegations and the assessment process. The CPS worker must notify the family in writing and orally that a report of suspected abuse or neglect has been received and that a family assessment will be conducted in response to the report. The written notification is the brochure "Child Protective Services: A Guide to Family Assessments". The CPS worker must document this notification in the child welfare information system.

This interview may be part of the family interview or done separately. The CPS worker shall document their responses and knowledge about the allegations bearing in mind the emphasis of the family assessment is not determining whether the abuse or neglect occurred. Showing respect and partnering with the family are essential to engage the family.

The CPS worker must advise the subject of a family assessment of his responsibility to notify the LDSS prior to changing his place of residence and provide the LDSS with his new address. The LDSS must document in the child welfare information system when the alleged abuser or neglector provides such notification to the LDSS.

The CPS worker must advise the mother, father or other involved caretaker of their rights against self-incrimination if they have been criminally charged. If the CPS worker does not advise them of their rights against self-incrimination, any of the statements made to the CPS worker are not admissible in criminal proceedings; however, the CPS worker may use their statements for assessing risk and service planning.

For the purposes of risk assessment and service planning, the CPS worker should identify the caretakers' needs and capabilities. If they refuse to be interviewed, the CPS worker must inform them that the family assessment must be completed to ensure child safety.

4.5.6.7 Observe family environment

The CPS worker shall observe the family environment and determine the effect of the environment on the child's safety and the overall family needs related to caring for the children. Whenever possible and appropriate, home visits should be scheduled in advance with the family.

4.5.6.7.1 Safe sleep environment and practices

The CPS worker should assess the sleep environment and sleep practices with all families who have infants less than one (1) year of age. Research has shown that several factors place infants at a higher risk for Sudden Infant Death and other sleep-related causes of infant death. The following are some of the 18 recommendations from the [American Academy of Pediatrics](#) that can be discussed with caretakers:

- Infants should be placed to sleep on their backs.
- Infants should sleep on a firm sleep surface.

- Bed sharing with infants is not recommended.
- Soft objects and loose bedding should not be in the infant's sleep area.
- Avoid exposing infant to smoke, alcohol and illicit drugs.
- Breastfeeding of infants is recommended.
- Pacifiers are recommended.
- Avoid overheating the infant.

A [Safe Sleep for Babies Tip Card](#) is available from the Virginia Department of Health. Additional resources, including free brochures, are available at the [Safe to Sleep Public Education Campaign](#).

4.5.6.8 Identifying relatives and family supports

During the course of the family assessment, the worker must gather information to identify maternal and paternal relatives and the kinship network providing support and resources to the family and child. Many families identify non-relatives as kin, such as godparents, friends, and others with whom they have a family-like relationship. The early identification of adult family members and supports is critical for initial assessments when identifying protective factors, strengths, and needs. When appropriate, these individuals may become resources in protective interventions, FPMs, and case planning during the CPS process or any future case involvement. Resources and tools for relative search and family engagement are available on the [DSS public website](#) under Family Engagement Toolkit.

4.5.6.9 Contacting collaterals

([22 VAC 40-705-80 A3](#)). [continued]. The child protective services worker shall... contact pertinent collaterals, and review pertinent records in consultation with the family.

As part of the family assessment, the CPS worker may need to contact collaterals to evaluate the circumstances of the alleged abuse or neglect and the needs of the family. The VAC defines collateral.

([22 VAC 40-705-10](#)). "Collateral" means person whose personal or professional knowledge may help confirm or rebut the allegations of child abuse or neglect or whose involvement may help ensure the safety of the child.

The CPS worker should ask the family for contact information for any collateral that may have pertinent information. The CPS worker shall contact any collaterals perceived to have pertinent information. The CPS worker may involve collaterals to help ensure the safety of the child. Contact with the child's other caretakers, such as babysitters or day care providers, is encouraged. The CPS worker should try to gain the permission to speak with all collaterals. If the parent refuses to give permission, the CPS worker should discuss their reason for refusal. If that discussion fails to gain permission, the CPS worker should determine if the collateral contact is essential to a thorough assessment of safety and risk. If so, the CPS worker may make collateral contacts without the family's consent in order to complete the family assessment, but consent and collaboration with the family is encouraged. The family assessment should be developed mutually with the family to the degree possible.

4.5.6.10 Interviewing the non-custodial parent

The CPS worker should interview the non-custodial parent in a family assessment. The non-custodial parent has a right to know about the report involving their child and may be an additional resource to the child. If there is reason to believe that such an interview would be detrimental to the child, the LDSS may take that concern into account. They should be invited to any FPM scheduled. The LDSS should document all reasonable efforts to locate, notify and interview the non-custodial parent. Conversely, the LDSS should document why reasonable efforts were not made to locate, notify, or interview the non-custodial parent.

4.5.6.11 Other contacts may be required

The CPS worker must contact the local office of the attorney for the Commonwealth and law enforcement to report suspected criminal activity.

4.5.7 First meaningful contact in family assessments

The first meaningful contact in the family assessment provides pertinent information relevant to the family assessment and the safety of the child. *It is a face-to-face contact with the family and usually occurs after the completion of the face-to-face interview with the alleged victim. During this face-to-face contact with the family, the CPS worker completes the Safety Assessment Tool in the child welfare information system and develops a safety plan with the family if the child is determined to be conditionally safe.* The first meaningful contact must be documented as such in the child welfare information system *and the CPS worker must include "safety assessment" as one of the purposes of the contact.* The CPS worker should confer with a supervisor if there is any doubt about which contact constitutes the first

meaningful contact. *Note: The completion of the initial interview with the alleged victim does not satisfy a first meaningful contact.*

4.5.8 Safety in family assessments

4.5.8.1 Initial safety assessment and safety plan in family assessments

([22 VAC 40-705-110 A](#)). In both family assessments and investigations the child protective services worker shall conduct an initial safety assessment of the child's circumstances and threat of danger or harm, and where appropriate shall make a safety plan to provide for the protection of the child.

An initial safety assessment is conducted at the beginning of a family assessment. The purpose of the initial safety assessment and safety plan is to:

- Assess whether any children are currently in immediate danger of serious physical harm that may require a protecting intervention.
- Determine what interventions should be maintained or initiated to provide appropriate protection.

Safety Assessments differ from Risk Assessments in that the purpose is to assess a child's present or immediate danger and the interventions currently needed to protect the child. In contrast, Risk Assessment evaluates the likelihood of future maltreatment.

A safety and risk field guide can be located in Appendix E. This field guide may be used by the CPS worker in the field to help guide interviews as it provides the safety factors, protective capacities and risk factors that should be identified in every assessment. This field guide must be used in conjunction with the definitions provided for the safety and risk assessment tools.

4.5.8.2 Immediate child safety and family needs

Safety assessment is both a process and a document. Safety information is gathered and assessed from the very first contact at intake and until the case is closed. Safety must be determined for each child and the safety conclusion based on the least safe child if there is more than one (1) child in the family. To ensure that the safety of the child is appropriately assessed in each family assessment, the LDSS must complete the process of an initial safety assessment *at the first meaningful contact with the family and any time safety changes and document the results in the CPS Safety Assessment Tool in the child welfare information system **within 24 hours of the first meaningful contact or any time safety changes.*** For accurate completion, it is critical to refer to the

Child and Family Services Manual C. Child Protective Services

definitions provided on the Safety Assessment Tool, and decisions must be based on supporting narrative documented in the child welfare information system. The Safety Assessment Tool with definitions is located on the [DSS public website](#).

The Safety Assessment Tool provides structured questions concerning the danger of immediate harm or maltreatment to a child and is used to guide the development of a Safety Plan. This information guides the decision about whether the child may remain in the home with no intervention, may remain in the home with safety interventions in place, or must be removed from the home. This is an appropriate time for the LDSS to consider convening a FPM if necessary to address ongoing safety planning.

For example, a three (3) year old child may be more vulnerable and more threatened with severe harm by an out-of-control parent than a 13 year old, but even the three (3) year old may be deemed safe if the parent has just been taken away by the police and a responsible adult is available – so there is no severe nor imminent threat of harm to the vulnerable child.

4.5.8.3 Assess immediate danger to the child

The initial safety assessment focuses on the child and the child's immediate needs. Factors to consider when assessing the immediate situation of the child include:

- Whether the child has sustained a mental or physical injury warranting immediate attention or care.
- Whether an emergency or crisis situation exists meriting immediate action to protect the child.
- Whether the child is at risk of serious abuse or neglect in the near future.

4.5.8.4 Assess immediate needs of the family

After assessing the immediate safety needs of the child, the worker must evaluate the immediate needs of the family. Factors to consider include:

- If the child has been injured or harmed, whether the family has the capabilities or capacity to protect the child from further harm.
- Whether an emergency or crisis situation exists and the family's ability to cope.

- Whether any other family members are at risk of harm or danger.
- What are the family's capabilities to ensure the safety of the child or children in the near future?

4.5.8.5 Assess protective capacities

The CPS worker should assess the family's protective capacities if any safety factors are identified. Protective capacity means being protective towards ones' children. Protective capacities are cognitive, behavioral, and emotional qualities which support vigilant protectiveness of children. Protective capacities are fundamental strengths which prepare and empower a person to protect. All adults living in the home should be assessed for protective capacities. Capacities must be strong enough to control or manage the specific threats of danger that have been identified. Protective capacities should be used when determining the protective intervention and development of a safety plan.

4.5.8.5.1 Cognitive protective capacities

Cognitive protective capacity refers to knowledge, understanding, and perceptions contributing to protective vigilance. Cognitive capacities can be demonstrated when the caretaker:

- Plans and articulates a plan to protect the child.
- Is aligned with the child.
- Has adequate knowledge to fulfill care giving responsibilities and tasks.
- Is reality orientated; perceives reality accurately.
- Has accurate perception of the child.
- Understands their protective role.
- Is self-aware as a parent/caretaker

4.5.8.5.2 Behavioral protective capacities

Behavioral protective capacity refers to actions, activities and performance that result in protective vigilance. Behavioral aspects show it is not enough to know what must be done or recognize what might be dangerous to a child but rather require the caretaker to take action. Behavioral capacities can be demonstrated when the caretaker:

- Has a history of protecting others.
- Takes action to correct problems or challenges.
- Demonstrates impulse control.
- Is physically able.
- Demonstrates adequate skill to fulfill care giving responsibilities.
- Possesses adequate energy.
- Sets aside their needs in favor of a child.
- Is adaptive and assertive.
- Uses resources necessary to meet the child's basic needs.

4.5.8.5.3 Emotional protective capacities

Emotional protective capacity refers to feelings, attitudes and identification with the child and motivation resulting in protective vigilance. Emotional capacities can be demonstrated when the caretaker:

- Is able to meet their emotional needs.
- Is emotionally able to intervene to protect the child.
- Realizes the child cannot produce gratification and self-esteem for them as caretaker.
- Is tolerant as a parent/caretaker.
- Displays concern for the child and the child's experience and is intent on emotionally protecting the child.
- Has a strong bond with child and is clear that the number one priority is the well-being of the child.
- Expresses love, empathy and sensitivity toward the child; experiences empathy with the child's perspective and feelings.

Child and Family Services Manual C. Child Protective Services**4.5.9 Protective interventions and safety services**

When a safety factor has been identified, the CPS worker shall consider the resources available to the family and the community that might help to keep the child safe. *Protective* interventions should directly address identified threats to safety. The interventions should be implemented immediately as they address immediate threats to child safety.

Consider the following protective interventions which can allow children to remain in the caretaker's custody:

- Use of family resources, neighbors or other individuals in the community to develop and implement a safety plan.
- Use of community agencies or services.
- Involved caretaker leaves the home.
- Non-maltreating caretaker leaves the home with child(ren).
- Caretaker voluntarily places child outside of the home.
- Legal action, such as a preliminary protective order, is initiated.

Protective interventions may also be safety services provided during the family assessment.

Safety Services are formal or informal services provided to or arranged for the family with the explicit goal of ensuring the child's safety. These services must be immediately available and accessible and may be provided by professionals, family members, or other willing parties as long as each involved individual understands their role and responsibility. The safety services must be clearly documented (i.e. safety plan, service plan, court order, SDM plan, etc.) for the involved parties and in the case record. Examples of safety services may include: child care, cleaning supplies, safety equipment, transportation, etc.

As with all aspects of case planning, the family should be engaged in providing input and joint decision making throughout the process of identifying, implementing, and evaluating these interventions and safety services. Documentation of safety services in the child welfare information system must clearly demonstrate how the actions taken provide the child with immediate protection from the safety issues and how each safety service contributes to addressing or eliminating the safety matters specific to the child. Safety services should be documented on the Safety Assessment Tool in the child welfare information system. Additional information about safety services can

be found in the eLearning FSWEB1027: Safety Services: Swift & Savvy available in the [VLC](#).

4.5.10 DV and substance abuse as safety and/or risk assessment issues

Two family issues that can have a major impact on safety and risk are DV and drug and/or alcohol involvement by the child's caretakers.

LDSS are required to develop guidelines for evaluating substance or drug abuse. The CAGE-AID tool (CAGE is derived from the four questions of the tool: Cut down, Annoyed, Guilty and Eye-opener. CAGE-AID is the CAGE instrument and is Adapted to Include Drugs) is one tool that provides questions that can be worked into the interviews with the primary caretakers, and a "yes" to any question may indicate a need for an AOD (alcohol or other drug) evaluation in order to complete the risk assessment. A copy of this tool is in [Appendix D](#).

There are several evidence based tools that can be used to screen for DV depending on who is being interviewed. The "HITS" (Hurt, Insult, Threaten, Scream) screening tool may be used to screen for DV with collaterals such as family members, professionals, service providers and mandated reporters. The Women's Experience with Battering Tool (WEB) is designed to be used with potential victims of DV. These screening tools and additional guidance regarding screening for DV can be found in section 1.4 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

Additional information about DV can be found on the [DSS public website](#).

4.5.11 Safety decision

After safety and protective factors have been assessed using the Safety Assessment Tool, the CPS worker must make a decision about the safety of the child(ren) in the home. The safety decision should be made on the basis of the needs of the least safe child in the home, if there is more than one (1) child. One of the following safety decisions must be determined using the Safety Assessment Tool and documented in the child welfare information system and shared with the family.

- **SAFE.** There are no children likely to be in immediate danger of serious harm at this time. No safety plan is required.
- **CONDITIONALLY SAFE.** Protective safety interventions have been taken and have resolved the unsafe situation for the present time. A safety plan is required to document the interventions.

- **UNSAFE.** Approved removal and placement was the only possible intervention for the child(ren). Without placement, the child(ren) will likely be in danger of immediate serious harm. A court order is required to document intervention.

If the safety decision is unsafe and a removal occurs, the track must be changed immediately from a family assessment to an investigation.

4.5.11.1 Safety decision and family partnership meeting

The LDSS should schedule a FPM when the worker assesses the child's safety to be in jeopardy or at risk of removal or out of home placement. However, safety concerns are paramount and necessary action to address safety issues shall not be delayed. The FPM should be scheduled **within 24 hours** after safety issues have been identified and the agency is considering removal, and occur before the five-day court hearing in cases after the emergency removal. Emergency removal prompts the need to convene a FPM and changing the track from a family assessment to an investigation. This meeting provides the opportunity for family and community participation in the decision-making process for the child. *Engaging the relatives and natural support of the family will be crucial to a successful meeting.* The purpose of the meeting is to facilitate planning to determine whether:

- The agency should file for custody and facilitate placement;
- The child can remain home safely with services, or the child may return safely home with services; or
- There will be voluntary placement of the child by the mother and/or father with provision of services and a safety plan.

The CPS worker should conduct the face-to-face interview with the alleged victim child and the mother, father or caretaker prior to the FPM since the purpose of the meeting is not to interview caretakers, victims, or other collaterals.

The worker and supervisor should discuss the convening and timing of a FPM at this critical decision point. Additional guidance for holding a FPM when there is DV can be found in section 1.9 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

All FPMs must be documented in the child welfare information system. For guidance on FPMs please refer to the [VDSS Child and Family Services Manual, Chapter A, Family Engagement](#).

4.5.12 Develop a safety plan

When the child is determined to be conditionally safe or unsafe, the CPS worker must determine what services or actions need to occur by developing a safety plan in partnership with the family.

The VAC [22 VAC 40-705-10](#) defines safety plan:

([22 VAC 40-705-10](#)). "Safety plan" means an immediate course of action designed to protect a child from abuse or neglect.

A safety plan must be made to ensure the immediate protection of the child. When possible, the worker needs to develop the safety plan with the cooperation of the child's mother, father or guardian(s). The CPS worker must determine what actions are necessary to assure the child's immediate safety. If the actions needed to assure the safety of the child cannot be put in place, alternative steps must be taken that can include court intervention.

*Once available on the COMPASS Mobile Application, the safety plan must be completed in the child welfare information system and the worker's efforts to develop the safety plan with the family must also be documented in the child welfare information system. The parent(s) or guardian(s) should sign the safety plan along with the worker to show agreement as to who will do what to prevent harm to the child in the immediate future. A copy of the safety plan must be left with the parent(s) or guardian(s). In the event of unforeseen technical difficulties, the CPS worker must complete the safety plan template in the child welfare information system and provide an electronic or paper copy of the safety plan to the family **no later than 24 hours** after the first meaningful contact. The safety plan template is available in the child welfare information system and also on the [public DSS website](#).*

Additional guidance on safety planning with both children and DV victims can be found in section 1.6.1 and 1.6.2 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

4.5.12.1 Safety plan criteria

Safety plans should meet the following criteria:

- The plan controls or manages immediate threats of danger.
- The safety plan must have an immediate effect in controlling threats. Strategies resulting in long term change, such as parenting education, do not belong in a safety plan.

- The CPS worker must assess the parent(s), guardian, or custodian and make a professional judgment as to their willingness and capability to agree to and abide by the terms of the safety plan.
- People and services identified in the safety plan must be accessible and available when threats are present.
- The safety plan should employ the least restrictive strategies possible while assuring child safety.

4.5.12.2 Safety plan actions

The following are sample safety plan actions that may be included in a safety plan:

- Cooperate with the LDSS to include returning phone calls, advising of address changes and keeping any scheduled appointments;
- Refrain from the use of any illegal drugs or substances while caring for the child(ren);
- Provide age appropriate supervision consistent with child's development;
- Obtain an appropriate child care provider;
- Provide non-abusive and age appropriate discipline;
- Refrain from the use of physical discipline or corporal punishment;
- Refrain from engaging in physical altercations or acts of DV;
- Ensure no contact with specified individual;
- Maintain a home environment that is safe and free of health and safety hazards;
- Ensure safe sleep practices are followed for all children in the home;
- Sign necessary release of information forms with service providers;
- Provide protection from and further maltreatment by a specified individual;
- Ensure child(ren) receive all medical and/or therapeutic treatment as recommended.

These actions should remain in effect until a new safety plan is developed; a service plan is developed; or the family assessment or case is closed, whichever comes first.

4.5.12.3 Safety plan signatures

Whenever possible, the caretaker(s) should sign the safety plan along with the worker, so that this document can be used as an agreement as to who will do what to prevent harm to the children in the immediate future. Other parties to the agreement, such as service providers, may also sign the form.

4.5.13 Reassessing safety

Safety assessment is both a process and a document. The process of assessing child safety is ongoing throughout the life of the CPS referral and ongoing case as information is gathered with each contact. The initial safety decision and safety plan are documented in the child welfare information system, and all subsequent changes in safety assessed in referrals or ongoing cases in the following circumstances should also be documented in a new Safety Assessment Tool in the child welfare information system **within 24 hours** of:

- A change in family circumstances such that one or more safety factors previously present are no longer present;
- A change in information known about the family in that one or more safety factors not present before are present now; or
- A change in ability of safety interventions to mitigate safety factors and require changes to the safety plan.

When safety is reassessed, the safety plan should be reviewed and revised accordingly. A FPM may be considered if safety concerns escalate.

4.5.14 Changing the initial track

After the referral is accepted as a family assessment, it may be switched to an investigation in very limited circumstances; however, a referral may not be switched from an investigation to a family assessment. If the family assessment has not yet been completed and new information causes the situation to meet the statutory guidelines for an investigation, the family assessment must be closed and an investigation initiated. The LDSS may consider changing tracks if significant safety factors are present. A referral may not be switched from a family assessment to an investigation simply because of lack of cooperation on the part of the caretaker. The

Child and Family Services Manual C. Child Protective Services

caretaker's action or inaction that causes the child to be deemed unsafe may result in an action such as petitioning the court for a protective order to increase child safety.

All the requirements of an investigation are in effect and a new 45-day period begins in order to complete the investigation process. Supervisory approval is required to change tracks in the child welfare information system. The alleged abuser shall be notified immediately that the response of the agency has changed from a family assessment to an investigation.

Refer to [Section 3, Complaints and Reports](#), of this guidance manual for guidance on track decision.

4.5.14.1 Changing track if an emergency removal occurs

([22 VAC 40-705-60 3b](#)). When circumstances warrant that a child be taken into emergency custody during a family assessment, the report shall be reassigned immediately as an investigation.

At any time before the completion of the family assessment, if circumstances require that emergency custody be taken of one (1) or more children in the family, the alleged abuser shall be notified immediately that the response of the agency has changed from a family assessment to an investigation. Supervisory approval is required to change tracks in the child welfare information system.

4.5.15 Determine risk level in family assessment

([22 VAC 40-705-110 B](#)). In all completed family assessments and investigations, the child protective services worker shall conduct a risk assessment to determine whether or not the child is in jeopardy of future abuse or neglect and whether or not intervention is necessary to protect the child.

A Family Risk Assessment must be completed in a family assessment.

The CPS worker must gather information in order to complete the Family Risk Assessment which includes assessing the following risk factors:

- **Caretaker related**
 - History of childhood maltreatment.
 - History of mental health issues.
 - History of substance abuse.
 - History of criminal activity (adult or juvenile).

- DV incidents in past year.
- History of prior CPS; ongoing or foster care services.
- **Child related**
 - Developmental or physical disability.
 - Medically fragile or failure to thrive.
 - Substance exposed newborn.
 - Delinquency.
 - Mental health or behavioral problem.
 - Prior injury as result of abuse or neglect.
- **Caretaker and child relationship**
 - Blames child.
 - Justifies maltreatment.
 - Provides insufficient emotional or psychological support.
 - Uses excessive or inappropriate discipline.
 - Domineering.
 - Provides physical care inconsistent with child needs.
- **Other**
 - Housing is unsafe.
 - Family is homeless.

Based on the information gathered during the family assessment, the CPS worker must determine the likelihood of any occurrence or recurrence of abuse or neglect by completing a Family Risk Assessment. The Family Risk Assessment does not predict recurrence but assesses whether a family is more or less likely to have an incident of abuse or neglect without intervention by the agency. The Family Risk Assessment is completed based on conditions that exist at the time the incident is reported and assessed as well as prior history of the family. Risk is calculated in the Family Risk Assessment tool completed in the child welfare information system. For accurate completion, **it is critical to refer to the definitions.** The Family Risk Assessment tool

with definitions is located on the [DSS public website](#). Selections made on the Family Risk Assessment tool must be based on supporting narrative in the child welfare information system.

Assessed risk will be:

- **Low.** The assessment of risk related factors indicates that there is a low likelihood of future abuse or neglect and no further intervention is needed.
- **Moderate.** The assessment of risk related factors indicates that there is a moderate likelihood of future abuse or neglect and minimal intervention may be needed.
- **High.** The assessment of risk related factors indicates there is a high likelihood of future abuse or neglect without intervention.
- **Very High.** The assessment of risk-related factors indicates there is a very high likelihood of future abuse or neglect without intervention.

Overrides, either by policy or discretionary, may increase risk one level and require supervisor approval. The initial CPS risk level may never be decreased.

4.5.15.1 Risk level guides decision to open a case

When risk is clearly defined and objectively quantified, resources are targeted to higher-risk families because of the greater potential to reduce subsequent maltreatment. The risk level helps inform the decision whether or not to open a case as follows:

Low Risk:	Close
Moderate Risk:	Open to CPS On-going services <u>or</u> close
High Risk:	Open to CPS On-going services
Very High Risk:	Open to CPS On-going services

The worker and supervisor should assess the decision to open a case for services and document in the child welfare information system the decision not to open a case. For more guidance on service planning in a case, refer to [Section 6: Services](#) of this manual.

4.5.15.1.1 Low/moderate risk cases open for prevention services

The LDSS may offer prevention services for families involved in a family assessment when risk is assessed as low or moderate. The following conditions should be met to open a case to prevention services:

- LDSS has received a current, valid CPS referral AND
- LDSS has conducted a family assessment or investigation AND
- The family has been assessed at low or moderate risk of future maltreatment but could benefit from voluntary services AND
- The family agrees to services.

See the [VDSS Child and Family Services Manual, Chapter B, Prevention, section 4](#), for further guidance.

4.5.15.2 Risk level determines need to convene FPM

A FPM should be scheduled by the LDSS when the worker assesses a child to be at “very high” or “high” risk of abuse or neglect and the child is at risk for out-of-home placement in those families who will be or are receiving services. This meeting is scheduled to develop the plan and services to prevent the out-of-home placement and identifies the circumstances under which a removal might be considered. The meeting should convene **within 30 days** of initiating services and prior to the development of the ongoing service plan. The FPM must be documented in the child welfare information system. For guidance on conducting the FPM, refer to the [VDSS Child and Family Services Manual, Chapter A, Family Engagement](#).

4.5.16 Assessment summary of strengths and needs

When completing a family assessment, the CPS worker must address and document in the child welfare information system the strengths and needs as related to all of the children, mother, father or caretakers, home environment and family support systems. Each family assessment may have circumstances warranting more or less details and information.

The examples listed under each factor can be used as a guide for the CPS worker to elicit relevant information and identify family needs, strengths, and supports. A comprehensive family assessment should address the family’s strengths and needs in four areas, including but not limited to the areas listed below:

- **Children.** Age and developmental capacity; number of children; behavioral/emotional factors; medical/physical factors; ability to self-protect/vulnerability; perception of caretaker; roles in family system; prior history of abuse/neglect; sex/gender; alleged abuser’s continued access; and support system.

- **Parent/caretaker.** Mental health factors; substance use/abuse factors; domestic violence; prior history of abuse/neglect as a child; involvement in the criminal justice system; medical/physical factors; perception of alleged victim child(ren); perception of alleged victim's role in family; parenting style; overall ability to care for children (past and present); ability to protect children; sense of personal responsibility of alleged child maltreatment; engagement with CPS; willingness to care for and protect children; and support system.
- **Environment.** Access to necessary utilities (heat, water, electricity, etc.); maintenance of the inside and outside of the home environment; hazardous living conditions; cleanliness of inside of home environment; safety concerns in the environment; and positive factors present in the environment.
- **Support Systems.** Informal and formal supports; level of isolation or engagement in community; institutional supports (faith-based, educational, recreational, paid, etc.); access to needed supports; past and present utilization of supports; cultural appropriateness of supports, previous involvement with formal services; and barriers to utilization of supports.
- **Summary.** Determination if current allegation was substantiated; severity of maltreatment; frequency and chronicity of maltreatment; concerns about premeditation; caretaker impulsivity; family response to CPS intervention; risk assessment determination; services recommended; and family's response to services. **The summary *must* include the rationale for why the LDSS is not opening a case if the risk assessment is determined to be high or very high risk.**

There is a tool in [Appendix E](#) that may assist CPS workers in evaluating the impact of possible substance abuse.

See Appendix I of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#) for additional guidance regarding supporting children and youth exposed to DV.

4.5.17 Services needed

The assessment summary must include any identified service needs of the family to reduce or prevent child abuse or neglect.

There is a sample Family Service Agreement on the [VDSS public website](#) that can be used to document service needs with the family. The Family Services Agreement is the service application for voluntary services. As with the Safety Plan, development of an agreement for services should occur mutually with the family to the degree

possible, and they should receive a copy of the agreement. The need for services should be documented in the child welfare information system.

4.5.17.1 Family refuses services

(§ [63.2-1506 A4](#) of the Code of Virginia). Families have the option of declining the services offered as a result of a family assessment. If the family declines the services, the case shall be closed unless the local department determines that sufficient cause exists to re-determine the case as one that needs to be investigated. In no instance shall a case be re-determined as an investigation solely because the family declines services.

If the family refuses recommended services, the reason for the refusal must also be included in the written notification to the family and in the child welfare information system.

The Family Service Agreement form can be photocopied and used to record the agreed upon actions by all parties or to note that these services were recommended but not agreed to by the family.

4.5.18 Notifications in family assessments

([22 VAC 40-705-140 B5](#)). No disposition of founded or unfounded shall be made in a family assessment. At the completion of the family assessment the subject of the report shall be notified orally and in writing of the results of the assessment. The child protective services worker shall notify the individual against whom allegations of abuse or neglect were made of the procedures set forth in § 63.2-1514 of the Code of Virginia regarding reports or complaints alleged to be made in bad faith or with malicious intent.

4.5.18.1 Written and verbal notification to the family

The CPS worker shall provide written and verbal notification to the family that summarizes the family needs assessment, recommendations for services, the length of time the family's name will remain in the CPS child welfare information system and the right to review information about themselves in the record. It should outline the conclusions of the assessment and any services to be obtained by the family and/or provided to the family. If continuing services are needed, it should be clear who will do what and by when, and what outcome is expected. A copy of the notification must be included in the case record. The worker must document in the child welfare information system the date the verbal notification took place or the reason the verbal notification did not occur.

4.5.18.2 Inform involved caretaker(s) of legal recourse if complaint is malicious.

In all family assessments, the CPS worker shall inform the person who is the subject(s) of the family assessment that they may petition the court to obtain the identity of the complainant if they feel the complaint was made in bad faith or maliciously. The CPS worker may provide the involved caretaker(s) with a copy of the Code of Virginia [§ 63.2-1514](#) pertaining to reports or complaints made in bad faith or maliciously.

4.5.18.3 Notification to the complainant

([22 VAC 40-705-140 D3](#)). When a family assessment is completed, the child protective services worker shall notify the complainant, when known, that the complaint was assessed and necessary action taken.

4.5.18.4 Notification to military personnel (Family Advocacy Program)

The Code of Virginia [§ 63.2-1503 N](#) establishes authority for the LDSS to share CPS information about completed family assessments with family advocacy representatives of the United States Armed Forces.

([§ 63.2- 1503 N](#) of the Code of Virginia) Notwithstanding any other provisions of law, the local department, in accordance with Board regulations, shall transmit information regarding reports, complaints, family assessments, and investigations involving children of active duty members of the United States Armed Forces or members of their household to family advocacy representatives of the United States Armed Forces.

In all completed family assessments regardless of whether services are needed and the victim child is a dependent of an active duty member of the United States Armed Forces or members of their household, the CPS worker shall provide information regarding the family assessment and any recommended services based on risk to the appropriate Family Advocacy Program. These notifications allow for coordination between CPS and the Family Advocacy Program and are intended to facilitate identification, treatment and service provision to the military family.

For additional information about the Family Advocacy Program, contact information for a particular branch of the military or a specific installation, click [here](#).

4.5.18.4.1 Written notification that Family Advocacy Program has been notified

([22VAC40-705-140 E2](#)) The military member shall be advised that this information regarding the founded disposition or family assessment is being provided to the Family Advocacy Program representative and shall be given a copy of the written notification sent to the Family Advocacy Program representative.

The military member shall be advised that this information is being provided to the Family Advocacy Program and shall be given a copy of the written notification sent to the Family Advocacy Program representative.

4.5.19 Referral to early intervention programs for children under age three

The LDSS shall refer any child in a family assessment under the age of three (3) for early prevention services to the local Infant and Toddler Connection of Virginia who:

- Is identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure; or
- Has a physical or mental condition that has a high probability of resulting in developmental delay.

All localities are served by an Infant & Toddler Connection of Virginia program. This referral is required by the Child Abuse Prevention and Treatment Act (CAPTA).

LDSS are encouraged to meet with the local Infant and Toddler program to learn about any referral issues that should be explained to the parent. LDSS are also encouraged to develop procedures with the Infant & Toddler Connection of Virginia program to make referrals of certain children under age three (3). Recommended elements of these procedures should include:

- As soon as possible but no later than **seven (7) calendar days** of completing the investigation the LDSS should send a referral to the local Part C Early Intervention program using the local referral form.

The LDSS should:

- Send a referral as soon as possible when a child has been identified as exposed prenatally to an illegal substance or has withdrawal symptoms at birth.
- Send a referral as soon as possible when a child has been identified as having a physical or mental condition which has a high probability of resulting in a developmental delay.

- Send a copy of the referral to the family. The parent should also be informed verbally of the referral and have an opportunity to discuss the referral process.
- Request the family to sign a release form allowing the exchange of information between the Infant and Toddler Connection Program and the LDSS regarding the referral.
- Document the notification and referral in the state child welfare information system.

More information on the Infant & Toddler programs in Virginia can be found on the [Infant & Toddler Connection of Virginia website](#) and in the Memorandum of Agreement issued by the Commissioners of the Department of Social Services and Department of Behavioral Health and Developmental Services and other agencies involved with implementation of Part C of the Individuals with Disabilities Education Act (IDEA) dated May 2013 located on the [VDSS internal website](#).

4.5.20 Supervisor approval required

All completed family assessments should be reviewed and approved in the child welfare information system by the CPS worker's supervisor **within five (5) working days of the worker's request for approval**.

4.6 Investigations

Some of the steps involved in an investigation are similar or even the same as in a family assessment. There are statutory mandates for the investigation track. There are other serious situations which may be appropriate for the investigation track. The immediate danger to the child and the severity of the alleged abuse or neglect are crucial factors considered at intake when making the track decision.

4.6.1 Defining an investigation

The VAC [22 VAC 40-705-10](#) defines an investigation as follows:

"Investigation" means the collection of information to determine:

1. The immediate safety needs of the child;
2. The protective and rehabilitative services needs of the child and family that will deter abuse or neglect;
3. Risk of future harm to the child;

4. Alternative plans for the child's safety if protective and rehabilitative services are indicated and the family is unable or unwilling to participate in services;
5. Whether or not abuse or neglect has occurred;
6. If abuse or neglect has occurred, who abused or neglected the child; and
7. A finding of either founded or unfounded based on the facts collected during the investigation.

4.6.2 Time frames to complete investigations

The Code of Virginia requires the LDSS to complete and document the investigation within 45 calendar days of receipt of the complaint or report. There are three (3) exceptions for not completing an investigation within 45 days.

4.6.2.1 Fifteen-day extension to complete investigation

([22 VAC 40-705-120 A](#)). The local department shall promptly notify the alleged abuser or neglecter and the alleged victim's parents or guardians of any extension of the deadline for the completion of the family assessment or investigation pursuant to [§ 63.2-1505 B5](#) or [§ 63.2-1506 B3](#) of the Code of Virginia. The child protective services worker shall document the notifications and the reason for the need for additional time in the case record.

Upon written justification by the LDSS, based on locally determined guidelines, the investigation can be extended for **15 calendar days**.

4.6.2.2 Extension of joint investigations with law enforcement agency

The Code of Virginia, [§ 63.2-1505 B5](#) allows for investigations which are being conducted in cooperation with a local law enforcement agency to be extended an additional 45 days, not to exceed 90 days. This must be agreed upon by both the LDSS and the law enforcement agency. This extension applies only to investigations.

4.6.2.3 Notification of extension

If an investigation is extended, the alleged abuser/neglector shall be notified. The notification to the alleged abuser/neglector or involved caretakers should include a brief explanation of the reason for the extension. If written notification is made, a copy of the notification must be included in the LDSS's record. If notification is made verbally, then the LDSS must document the notification in the child welfare information system. The LDSS must document the justification in the child

welfare information system for the additional time needed to complete the investigation.

Sample letters for notification of an extension of an investigation are located in [Appendix H](#).

4.6.2.4 Suspension of certain investigations

([22VAC40-705-120 B](#)) Pursuant to [§ 63.2-1505 B5](#) of the Code of Virginia, when an investigation involving the death of a child or alleged sexual abuse of a child is delayed because of the unavailability of the records, the deadlines shall be suspended. When such unavailability of records occurs, the local department shall promptly notify the alleged abuser or neglector and the alleged victim's parents or guardians that the records are unavailable and the effect of the unavailability on the completion of the investigation. The child protective services worker shall document the notifications and the reason for the suspension in the case record. Upon receipt of the records necessary to make a finding, the local department shall complete the investigation.

The Code of Virginia [§ 63.2-1505 B5](#) grants exceptions to completing certain investigations under specific conditions. In any child death investigation or sexual abuse investigations which require reports or records generated outside the local department in order to complete the investigation, the time needed to obtain these reports or records shall not be counted towards the 45 days. These records must be necessary to complete the investigation and not available due to circumstances beyond the control of the local department. When the LDSS receives the reports or records, the 45 day timeframe resumes where it had left off, it does not start over.

The decision to suspend making a disposition within 45 days in these cases should be approved by a supervisor and documented in the child welfare information system.

4.6.2.5 Notification of suspension

The LDSS should notify the alleged abuser/neglector or involved caretakers and the alleged victim's parents or guardians when suspending an investigation. The notification to the alleged abuser/neglector or involved caretakers should include a brief explanation of the reason for the suspension. If written notification is made, a copy of the notification must be included in the LDSS's record. If notification is made verbally, then the LDSS must document the notification in the child welfare information system. The LDSS must document the justification in the child welfare information system for the additional time needed to complete the investigation.

4.6.2.6 Contact while investigation is suspended

As long as the investigation remains open, the LDSS retains all authorities and responsibilities of an investigation. The LDSS should document monthly updates in the child welfare information system until such time that the necessary reports or records to complete the investigation have been received.

4.6.3 Notify family of investigation

The VAC [22 VAC 40-705-90 B](#) requires the CPS worker to explain the CPS investigation process to the alleged abuser or neglecter.

([22 VAC 40-705-90 B](#)). Before conducting a family assessment or investigation, the child protective services worker shall explain the responsibilities and authorities of child protective services so that the parent or other caretaker can be made aware of the possible benefits and consequences of completing the family assessment or investigation. The explanation must be provided orally and in writing.

The CPS worker must notify the family in writing and orally that a report of suspected abuse or neglect has been received and that an investigation will be conducted in response to the report. The written notification is the brochure "[Child Protective Services: A Guide to Investigative Procedures](#)". The CPS worker must document this notification in the child welfare information system.

4.6.3.1 Notify non-custodial parent

Pursuant to [§ 63.2-1503 O](#) of the Code of Virginia, the LDSS shall make reasonable efforts to notify the non-custodial parent when that parent is not the subject of the child abuse or neglect report. Not only does the non-custodial parent have a right to know about the report involving his/her child, that parent may be a resource to the child and should be invited to any FPM scheduled. However, if there is reason to believe that such notification would be detrimental to the child, the LDSS may take that concern into account. The response to the report should not be delayed if the non-custodial parent is unreasonably difficult to contact. The LDSS should document all reasonable efforts to locate and notify the non-custodial parent about the report. Conversely, the LDSS should document why reasonable efforts were not made to notify the non-custodial parent.

4.6.3.2 Notify Interstate Compact on the Placement of Children (ICPC)

If the alleged victim is in the custody of another state and has been placed in Virginia through ICPC, immediately notify the Virginia [ICPC office](#) and the state

agency which has custody of the child. The CPS worker shall document this notification in the child welfare information system.

4.6.4 Document all contacts and observations

(22 VAC 40-705-80 B). During the course of the investigation, the child protective services worker shall document in writing in the state automated system the following contacts and observations. When any of these contacts or observations is not made, the child protective services worker shall document in writing why the specific contact or observation was not made.

The CPS worker shall document all contacts required by regulation in the child welfare information system. It is equally important that the worker document reasons why any mandated contacts or observations were not made or completed. For example, if three phone messages were left or two home visits made with no one answering the door, those attempts should be documented in the child welfare information system.

A face-to-face interview with a child must be documented as a “worker visit” in the child welfare information system.

4.6.5 Mandated contacts in investigation

Mandated contacts to conduct an investigation are similar to the mandated contacts to conduct a family assessment. There are additional requirements related to electronic recording of interviews of the alleged victim and alleged abuser/neglector. The LDSS shall follow these additional requirements.

(22 VAC 40-705-70 A). When conducting an investigation the local department shall seek first-source information about the allegation of child abuse or neglect. When applicable, the local department shall include in the case record: police reports; depositions; photographs; physical, medical and psychological reports; and any electronic recordings of interviews.

A FPM does not fulfill the requirement for any mandated contact interview during an investigation as the purpose is not to interview alleged victims, parents/caretakers, and collaterals. The CPS worker should conduct the face to face interview with the alleged victim child, siblings, and the parent/caretaker prior to any FPM.

4.6.6 Face-to-face interview with the alleged victim child

(22VAC40-705-80 B) During the course of the investigation, the child protective services worker shall document in writing in the state automated system the following contacts and observations. When any of these contacts or observations is not made, the child protective

services worker shall document in writing why the specific contact or observation was not made.

1. The child protective services worker shall conduct a face-to-face interview with and observation of the alleged victim child within the determined response time.

The CPS worker shall conduct at least one (1) face-to-face interview (worker visit) with the alleged victim child and shall conduct this face-to-face contact **within the determined response time**.

The CPS worker shall observe the child and document the child's recollection and perception of the allegations. Information regarding the allegations may be obtained during the CPS worker's observation of victim interviews conducted by other members of the investigative team including, but not limited to, law-enforcement officers, forensic nurses, physicians or other community professionals trained as forensic interviewers. When possible, it is important to not only observe the interview but also have the ability to ask additional questions as needed. If the CPS worker is not the primary interviewer, the CPS worker is still responsible for interviewing the child to gather any additional information regarding the allegations and to ensure that the child understands the role of the CPS worker and what will occur during the investigation. The CPS worker must review all electronically recorded victim interviews to determine if additional interviews are necessary to comply with CPS guidance.

The CPS worker must still conduct a face-to-face interview with the child if the CPS worker is not the primary interviewer of the child regarding the allegations. This contact shall be **within the determined response time**.

During the child interview, the CPS worker should inform the child about the investigation and what will occur during the investigation. The CPS worker should note the child's emotional and physical condition (including any injury). The CPS worker should learn about the child's needs and capabilities for the purposes of safety and risk assessment and service planning.

The CPS worker shall document all observations and interviews involving the victim child in the child welfare information system. If the face-to-face worker visit with the victim child is not made within the determined response time, this shall be documented in the child welfare information system. *While it is important to document all attempted interviews to show reasonable diligence, it should be noted that attempted contacts do not satisfy the requirement to interview the alleged victim child within the determined response priority.*

4.6.6.1 Alleged victim child must be electronically recorded

In 2005, the Virginia Supreme Court of Appeals issued a ruling to affirm the regulatory requirement that victim interviews in an investigation must be

Child and Family Services Manual C. Child Protective Services

electronically recorded according to [22 VAC 40-705-80](#) or clearly document the specific and detailed reasons for not recording victim interviews as well as the documentation that the decision was made in consultation with a supervisor. A copy of this decision, known as the [West Decision](#), is available on the website of the Virginia Court of Appeals case #2144042.

([22 VAC 40-705-80 B1](#)). The child protective services worker shall conduct a face-to-face interview with and observation of the alleged victim child within the determined response time. All interviews with alleged victim children must be electronically recorded ...

4.6.6.1.1 Exceptions to electronically recording interviews with the alleged victim child

([22 VAC 40-705-80 B1](#)). All interviews with alleged victim children must be electronically recorded except when the child protective services worker determines that:

- a. The child's safety may be endangered by electronic recording his statement;
- b. The age or developmental capacity of the child makes electronic recording impractical;
- c. A child refuses to participate in the interview if electronic recording occurs;
- d. In the context of a team investigation with law-enforcement personnel, the team or team leader determines that electronic recording is not appropriate; or
- e. The victim provided new information as part of a family assessment and it would be detrimental to re-interview the victim and the child protective services worker provides a detailed narrative of the interview in the investigation record.

The VAC provides five (5) exceptions to electronic recording of an interview with an alleged victim child. Before electronically recording an interview with a child, the CPS worker must assess the circumstances surrounding the allegations of abuse or neglect and determine whether any of the five (5) exceptions precluding electronically recording the interview apply. Adequately considering the circumstances may include assessing the complaint or report; speaking with the mother, father or guardians of the child; speaking with collateral witnesses; and conducting an assessment of the child.

The CPS worker shall consult with the supervisor when the decision is made to not electronically record an interview with an alleged victim child. The consultation and the specific reasons why electronic recording is not done in the specific investigation shall be documented in the child welfare information system.

- **Exception:** The child's safety may be endangered by electronic recording.

If the child's safety is endangered or may be endangered by electronically recording the interview, then the interview must not be electronically recorded. The CPS worker may need to conduct a brief assessment of the child to determine the risk of any harm that may occur to the child as a result of electronically recording the interview. The CPS worker may be able to assess any potential harm to the child by speaking with the child's mother, father or guardians, or collateral witnesses. If the interview is not electronically recorded, the CPS worker shall carefully document the details of the interview in writing for the case record.

- **Exception:** The age or developmental capacity of the child makes electronic recording impractical.

The CPS worker must assess the mental and physical capacities of the child. The age or development of the child may preclude electronically recording the interview. It may be appropriate to electronically record the questions being asked by the CPS worker and to describe, either verbally or in writing, the child's responses.

- **Exception:** The child refuses to participate in the interview if electronic recording occurs.

The interview with the child should not be jeopardized because the child refuses to be electronically recorded. If the child refuses to be electronically recorded, the CPS worker should explore the child's reasons and discuss those reasons with the child. If the child still refuses to participate in an electronically recorded interview, then the CPS worker must not electronically record the interview. The CPS worker shall document the reasons why the child refused to be electronically recorded.

- **Exception:** In the context of a team investigation, the team or team leader determines that electronic recording is not appropriate.

If a complaint or report of abuse or neglect is being investigated in conjunction with a multidisciplinary team, then the multidisciplinary team should make the decision to electronically record the interview with the alleged victim child based on the specific child and referral. A team investigation includes a joint investigation with the Commonwealth's Attorney office or law enforcement.

- **Exception:** The victim provided new information as part of a family assessment.

If the victim provides new information during a family assessment resulting in an investigation and it would be detrimental to re-interview the victim, the CPS worker shall provide a detailed narrative of the interview in the investigation record and document this exception to electronically recording the victim interview.

4.6.6.2 Each interview with the alleged victim child must be electronically recorded

Each interview with the alleged victim child must be electronically recorded unless one of the above mentioned exceptions to electronically recording the interview applies. When an interview is not electronically recorded for any reason, the CPS worker shall complete a detailed summary of the interview, including the reasons for not recording the interview and the supervisory consultation for this decision and enter the information into the automated case record.

4.6.6.3 Notify the child's parents or caretakers that interview was electronically recorded

While there is no provision in the Code of Virginia or the VAC that requires an LDSS to inform the child's parents that the interview was electronically recorded, the LDSS should notify the mother, father or guardians of the alleged victim child about the interview and that the interview was electronically recorded.

The LDSS should explain to the mother, father or guardians that the Code of Virginia allows the CPS worker to interview the alleged victim child without the consent of the parents and the VAC requires the interview to be electronically recorded.⁵

4.6.6.4 Parents or caretakers object to electronically recorded interview

There is no provision in the VAC allowing an exception to electronic recording when the mother, father or guardians object to the LDSS electronic recording the interview of the alleged victim child. The CPS worker should explore the foundation for the parents' objection. The objection to the electronic recording may satisfy one of the enumerated exceptions to electronic recording.

⁵ VA Code § [63.2-1518](#) provides any person required to make a report of abuse or neglect with the authority to talk to a child suspected of being abused or neglected outside the presence of the child's parents, guardian, other person standing in loco parentis or school personnel. [22 VAC 40-705-80 B](#) requires that any interview by a CPS worker with an alleged victim child be electronically recorded.

4.6.6.5 Equipment malfunction

[22 VAC 40-705-80 B1](#) provides that a CPS finding may be based on the written narrative should equipment failure occur. If an interview of an alleged victim child is not electronically recorded because of equipment malfunction, then the CPS worker shall write a detailed narrative of the interview and include that narrative in the record.

4.6.7 Interview with child's mother, father or guardians

([22 VAC 40-705-80 B5](#)). The child protective services worker shall conduct a face-to-face interview with the alleged victim child's parents or guardians.

The CPS worker shall conduct a face-to-face interview with the child's mother, father or guardians to obtain information about the child and about the parents' or guardians' knowledge of the allegations. The CPS worker should inform the mother, father or guardians about the investigative process and provide sufficient information to involve them in planning and support for the child.

4.6.8 Face-to-face interview with alleged abuser or neglecter

([22 VAC 40-705-80 B4](#)). The child protective services (CPS) worker shall conduct a face-to-face interview with the alleged abuser or neglecter.

The CPS worker shall conduct a face-to-face interview with the alleged abuser or neglecter. The CPS worker shall inform the alleged abuser or neglecter of the allegations and the investigative process. The CPS worker must document the alleged abuser or neglecter responses about the allegations. If the alleged abuser or neglecter refuses to be interviewed, the CPS worker must inform the alleged abuser or neglecter that the investigation must continue and a disposition will be made.

When the alleged abuser or neglecter is under 18 years of age, the CPS worker *should* provide oral and written notification to the parent or legal guardian of the alleged abuser or neglecter. The parent or legal guardian of the alleged abuser or neglecter must consent to the face-to-face interview and may be present for the interview. The parent or legal guardian of the alleged abuser or neglecter may also obtain legal counsel on behalf of the alleged abuser or neglecter.

The CPS worker must advise the alleged abuser or neglecter of his responsibility to notify the LDSS prior to changing his place of residence and provide the LDSS with his new address. The LDSS must document in the child welfare information system when the alleged abuser or neglecter provides such notification to the LDSS.

4.6.8.1 Inform alleged abuser or neglector of right to electronically record interview

([22 VAC 40-705-80 B4a](#)). The CPS worker shall inform the alleged abuser or neglector of his right to electronically record any communication pursuant to [§ 63.2-1516](#) of the Code of Virginia.

4.6.8.2 Law enforcement or Commonwealth's Attorney objects to informing the alleged abuser or neglector of his right to audio record the interview

A law enforcement officer or the attorney for the Commonwealth may object to the LDSS informing the alleged perpetrator of his right to electronically record an interview. If a law enforcement officer or an attorney for the Commonwealth objects, then the LDSS shall not advise the alleged perpetrator of that right. This objection applies when the attorney for the Commonwealth or the law enforcement officer believes that the instruction will compromise the investigation of any criminal charges.

This objection must be documented in the child welfare information system.

4.6.8.3 LDSS shall provide recording equipment upon request

([22 VAC 40-705-80 B4b](#)). If requested by the alleged abuser or neglector the local department shall provide the necessary equipment in order to electronically record the interview and retain a copy of the electronic recording.

The CPS worker must be prepared to provide the equipment should the alleged abuser or neglector elect to electronically record the interview. The LDSS must provide a copy of the electronically recorded interview to the alleged abuser or neglector upon request.

4.6.8.4 Use of statements as evidence

The Code of Virginia [§ 63.2-1503 M](#) provides that statements made by the alleged abuser or neglector to the investigating CPS worker after the alleged abuser or neglector has been arrested are not admissible in any criminal proceedings unless the alleged abuser or neglector was advised of his rights against self-incrimination. If a person suspected of abuse or neglect is arrested, that person must be advised of his rights against self-incrimination or any subsequent statements made by the person cannot be used during the criminal proceedings. This section of the Code of Virginia only pertains to the admissibility in criminal proceedings of statements made by the alleged abuser or neglector after that person has been arrested. This section of the Code of Virginia does not pertain to the use of any statements made by the alleged abuser or neglector in

Child and Family Services Manual C. Child Protective Services

determining whether the complaint or report is founded or unfounded. While certain statements made by the alleged abuser or neglecter may not be admissible in a court of law, there is no specific exclusion to the LDSS using those statements in determining a founded or unfounded disposition.

4.6.9 Face-to-face interview with siblings

([22VAC40-705-80 B2](#)) The child protective services worker shall conduct a face-to-face interview and observe all minor siblings residing in the home.

The CPS worker shall interview or observe minor siblings residing in the home of the alleged victim child in order to determine whether they have experienced abuse or neglect and to more fully evaluate the family strengths and needs.

4.6.10 Other children in the home

([22VAC40-705-80 B3](#)) The child protective services worker shall conduct a face-to-face interview with and observe all other children residing in the home with parental permission.

The CPS worker shall interview other children living in the home as collaterals. They may have information which would help assess safety, strengths and needs of the family. Such contact should be made with prior consent of the non-victim child's parent or guardian. If the situation warrants contact with the non-victim child prior to such consent being obtained, the parent or guardian should be informed as soon as possible after the interview takes place.

4.6.11 Observe environment where child lives and visit site where alleged abuse or neglect occurred

([22 VAC 40-705-80 B6](#)). The child protective services worker shall observe the environment where the alleged victim child lives.

([22 VAC 40-705-80 B7](#)). The child protective services worker shall observe the site where the alleged incident took place.

4.6.11.1 Safe sleep environment and practices

The CPS worker should assess the sleep environment and sleep practices with all families who have infants less than one (1) year of age. Research has shown that several factors place infants at a higher risk for Sudden Infant Death and other sleep-related causes of infant death. The following are some of the 18 recommendations from the [American Academy of Pediatrics](#) that can be discussed with caretakers:

- Infants should be placed to sleep on their backs.

Child and Family Services Manual C. Child Protective Services

- Infants should sleep on a firm sleep surface.
- Bed sharing with infants is not recommended.
- Soft objects and loose bedding should not be in the infant's sleep area.
- Avoid exposing infant to smoke, alcohol and illicit drugs.
- Breastfeeding of infants is recommended.
- Pacifiers are recommended.
- Avoid overheating the infant.

A [Safe Sleep for Babies Tip Card](#) is available in English and Spanish from the Virginia Department of Health. Additional resources, including free brochures are available at the [Safe to Sleep Public Education Campaign](#).

4.6.12 Identifying relatives and family supports

During the course of the investigation, the CPS worker must gather information to identify maternal and paternal relatives and the kinship network providing support and resources to the family and child. Many families identify non-relatives as kin, such as godparents, friends, and others with whom they have a family-like relationship. The early identification of adult family members and supports is critical for initial assessments when identifying protective factors, strengths, and needs. When appropriate, these individuals may become resources in protective interventions, FPMs, and case planning during the CPS process or any future case involvement. Resources and tools for relative search and family engagement are available on the [DSS public website](#) under Family Engagement Toolkit.

4.6.13 Interview collaterals

([22 VAC 40-705-80 B8](#)). The child protective services worker shall conduct interviews with collaterals who have pertinent information relevant to the investigation and the safety of the child.

([22 VAC 40-705-10](#)). "Collateral" means person whose personal or professional knowledge may help confirm or rebut the allegations of child abuse or neglect or whose involvement may help ensure the safety of the child.

The CPS worker shall contact any collaterals perceived to have pertinent information. The CPS worker may involve collaterals to help ensure the safety of the child. Contact with the child's other caretakers, such as babysitters or day care providers, is

encouraged. The CPS worker may make collateral contacts without the family's consent in order to complete an investigation, but consent and collaboration with the family is encouraged.

The CPS worker shall interview non-victim children as collaterals if it is determined that they may have information which would help in determining the finding in the complaint. Such contact should be made with prior consent of the child's parent, guardian or agency holding custody. If the situation warrants contact with the child prior to such consent being obtained, the parent, guardian, or agency holding custody should be informed as soon as possible after the interview takes place.

4.6.14 Interview with non-custodial parent

The CPS worker should interview the non-custodial parent. The non-custodial parent has a right to know about the report involving his/her child and may be a resource to the child. They may have important information that relates to the allegations. If there is reason to believe that such an interview would be detrimental to the child, the LDSS may take that concern into account. They should be invited to any FPM scheduled. The LDSS should document all reasonable efforts to locate, notify and interview the non-custodial parent. Conversely, the LDSS should document why reasonable efforts were not made to locate, notify, or interview the non-custodial parent.

4.6.15 Other contacts may be required

The CPS worker may be required to contact other professionals depending on the type of CPS report. They include:

- Notify the local Commonwealth Attorney if a criminal act is alleged.
- Notify the Regional Medical Examiner and the CPS Regional Consultant if there is a child fatality.
- Notify local law enforcement if there is an alleged criminal act and a joint response is needed.

4.6.16 First meaningful contact in an investigation

The first meaningful contact in the investigation provides pertinent information relevant to the investigation and the safety of the child. *It is a face-to-face contact with the family and usually occurs after the completion of the face-to-face interview with the alleged victim. During this face-to-face contact with the family, the CPS worker completes the Safety Assessment Tool in the child welfare information system and develops a safety plan with the family if the child is determined to be conditionally safe.* The first meaningful contact must be documented as such in the child welfare

information system *and the CPS worker must include “safety assessment” as one of the purposes of the contact.* The CPS worker should confer with a supervisor if there is any doubt about which contact constitutes the first meaningful contact. *Note: The completion of the initial interview with the alleged victim does not satisfy a first meaningful contact.*

4.6.17 Investigation of medical neglect of disabled infants with life-threatening conditions

After receiving a complaint or report involving the withholding of medical treatment of an infant, the LDSS should initiate contact with the designated person in the hospital. The LDSS should arrange with the local hospital for naming a contact person or liaison. Upon receipt of the complaint or report, the CPS worker should immediately:

- Verify the child's presence at the hospital by contacting the hospital's liaison.
- Verify the child's status.

4.6.17.1 Contact physician or hospital staff

The LDSS should arrange to meet with the attending physician or the Infant Care Review Panel and conduct a visit to the hospital to verify the child's situation.

4.6.17.2 Determine who is responsible for the child

The CPS worker should make a site visit and determine who is responsible for the child. This will usually be the child's parents, unless the parents have abdicated their authority. Situations when the parents are not responsible include, but are not limited to:

- When parents permanently voluntarily entrust the child to an agency.
- When a third trimester abortion results in a live birth.⁶

⁶ § [18.2-74](#) of the Code of Virginia provides that in any termination of human pregnancy aided or assisted by a licensed physician subsequent to the second trimester, measures for life support for the product of such abortion or miscarriage must be available and utilized if there is any clearly visible evidence of viability. The physician would be responsible for providing that the life sustaining measures were provided in these instances.

4.6.17.3 Seeking court assistance

When treatment appears necessary and the court is available to act on a petition, the worker can:

- Petition the court for custody so that treatment can be provided.
- Petition the court for a Protective Order specifying that treatment be provided.

When emergency treatment is necessary and the court is unavailable, the worker should consider taking the child into custody pursuant to The Code of Virginia § [63.2-1517](#).

4.6.18 Safety in an investigation

4.6.18.1 Initial safety assessment and safety plan in an investigation

([22 VAC 40-705-110 A](#)). In both family assessments and investigations the child protective services worker shall conduct an initial safety assessment of the child's circumstances and threat of danger or harm, and where appropriate shall make a safety plan to provide for the protection of the child.

An initial safety assessment is conducted at the beginning of an investigation. The purpose of the initial safety assessment and safety plan is to:

- Assess whether any children are currently in immediate danger of serious physical harm that may require a protecting intervention.
- Determine what interventions should be maintained or initiated to provide appropriate protection.

Safety Assessments differ from Risk Assessments in that the purpose is to assess a child's present or immediate danger and the interventions currently needed to protect the child. In contrast, Risk Assessment evaluates the likelihood of future maltreatment.

A safety and risk field guide can be located in [Appendix E](#). This guide may be used by the CPS worker in the field to help guide interviews as it provides the safety factors, protective capacities and risk factors that should be identified in every assessment. This field guide must be used in conjunction with the definitions provided for the tools.

Child and Family Services Manual C. Child Protective Services**4.6.18.2 Immediate child safety and family needs**

Safety assessment is both a process and a document. Safety information is gathered and assessed from the very first contact at intake and until the case is closed. Safety must be determined for each child and the safety conclusion based on the least safe child if there is more than one (1) child in the family. To ensure that the safety of the child is appropriately assessed in each investigation, the LDSS must complete the process of an initial safety assessment *at the first meaningful contact with the family and any time safety changes* and document the results in the CPS Safety Assessment Tool in the child welfare information system **within 24 hours of the first meaningful contact or any time safety changes**. For accurate completion, it is critical to refer to the definitions provided on the Safety Assessment Tool, and decisions must be based on supporting narrative documented in the child welfare information system. The Safety Assessment Tool with definitions is located on the [DSS public website](#).

The Safety Assessment Tool provides structured questions concerning the danger of immediate harm or maltreatment to a child and is used to guide the development of a Safety Plan. This information guides the decision about whether the child may remain in the home with no intervention, may remain in the home with safety interventions in place, or must be removed from the home. This is an appropriate time for the LDSS to consider convening a FPM if necessary to address ongoing safety planning.

For example, a three (3) year old child may be more vulnerable and more threatened with severe harm by an out-of-control parent than a 13 year old, but even the three (3) year old may be deemed safe if the parent has just been taken away by the police and a responsible adult is available, so there is no severe nor imminent threat of harm to the vulnerable child.

4.6.18.3 Assess immediate danger to the child

The initial safety assessment focuses on the child and the child's immediate needs. Factors to consider when assessing the immediate situation of the child include:

- Whether the child has sustained a mental or physical injury warranting immediate attention or care.
- Whether an emergency or crisis situation exists meriting immediate action to protect the child.
- Whether the child is at risk of serious abuse or neglect in the near future.

Child and Family Services Manual C. Child Protective Services**4.6.18.4 Assess immediate needs of the family**

After assessing the immediate safety needs of the child, the worker must evaluate the immediate needs of the family. Factors to consider include:

- If the child has been injured or harmed, whether the family has the capabilities or capacity to protect the child from further harm.
- Whether an emergency or crisis situation exists and the family's ability to cope.
- Whether any other family members are at risk of harm or danger.
- What are the family's capabilities to ensure the safety of the child or children in the near future?

4.6.18.5 Assess protective capacities

The CPS worker should assess the family's protective capacities if any safety factors are identified. Protective capacity means being protective towards ones' children. Protective capacities are cognitive, behavioral, and emotional qualities which support vigilant protectiveness of children. Protective capacities are fundamental strengths which prepare and empower a person to protect. All adults living in the home should be assessed for protective capacities. Capacities must be strong enough to control or manage the specific threats of danger that have been identified. Protective capacities should be used when determining the protective intervention and development of a safety plan.

4.6.18.5.1 Cognitive protective capacities

Cognitive protective capacity refers to knowledge, understanding, and perceptions contributing to protective vigilance. Cognitive capacities can be demonstrated when the caretaker:

- Plans and articulates a plan to protect the child.
- Is aligned with the child.
- Has adequate knowledge to fulfill care giving responsibilities and tasks.
- Is reality orientated; perceives reality accurately.
- Has accurate perceptions of the child.

- Understands their protective role.
- Is self-aware as a parent/caretaker.

4.6.18.5.2 Behavioral protective capacities

Behavioral protective capacity refers to actions, activities and performance that result in protective vigilance. Behavioral aspects show it is not enough to know what must be done or recognize what might be dangerous to a child but rather require the caretaker to take action. Behavioral capacities can be demonstrated when the caretaker:

- Has a history of protecting others.
- Takes action to correct problems or challenges.
- Demonstrates impulse control.
- Is physically able.
- Demonstrates adequate skill to fulfill care giving responsibilities.
- Possesses adequate energy.
- Sets aside their needs in favor of a child.
- Is adaptive and assertive.
- Uses resources necessary to meet the child's basic needs.

4.6.18.5.3 Emotional protective capacities

Emotional protective capacity refers to feelings, attitudes and identification with the child and motivation resulting in protective vigilance. Emotional capacities can be demonstrated when the caretaker:

- Is able to meet their own emotional needs.
- Is emotionally able to intervene to protect the child.
- Realizes the child cannot produce gratification and self-esteem for them as caretaker.
- Is tolerant as a parent/caretaker.

- Displays concern for the child and the child's experience and is intent on emotionally protecting the child.
- Has a strong bond with child and is clear that the number one priority is the well-being of the child.
- Expresses love, empathy and sensitivity toward the child; experiences empathy with the child's perspective and feelings.

4.6.19 Protective interventions and safety services

When a safety factor has been identified, the CPS worker shall consider the resources available to the family and the community that might help to keep the child safe. *Protective* interventions should directly address identified threats to safety. The interventions should be implemented immediately as they address immediate, serious threats to child safety.

Consider the following protective interventions which can allow children to remain in the caretaker's custody:

- Use of family resources, neighbors or other individuals in the community to develop and implement a safety plan
- Use of community agencies or services
- Involved caretaker leaves the home
- Non-maltreating caretaker leaves the home with child(ren)
- Caretaker voluntarily places child outside of the home
- Legal action, such as a preliminary protective order, is initiated

Protective interventions may also be safety services provided during the investigation.

Safety Services are formal or informal services provided to or arranged for the family with the explicit goal of ensuring the child's safety. These services must be immediately available and accessible and may be provided by professionals, family members, or other willing parties as long as each involved individual understands their role and responsibility. The safety services must be clearly documented (i.e. safety plan, service plan, court order, SDM plan, etc.) for the involved parties and in the case record. Examples of safety services may include: child care, cleaning supplies, safety equipment, transportation, etc.

As with all aspects of case planning, the family should be engaged in providing input and joint decision making throughout the process of identifying, implementing, and evaluating these interventions and safety services. Documentation of safety services in the child welfare information system must clearly demonstrate how the actions taken provide the child with immediate protection from the safety issues and how each safety service contributes to addressing or eliminating the safety matters specific to the child. Safety services should be documented on the Safety Assessment Tool in the child welfare information system. Additional information about safety services can be found in the eLearning FSWEB1027: Safety Services: Swift & Savvy available in the [VLC](#).

4.6.20 DV and substance abuse as safety and/or risk assessment issues

Two family issues that can have a major impact on safety and risk are DV and drug and/or alcohol involvement by the child's caretakers.

LDSS are required to develop guidelines for evaluating substance or drug abuse. The CAGE-AID tool (CAGE is derived from the four questions of the tool: Cut down, Annoyed, Guilty and Eye-opener. CAGE-AID is the CAGE instrument and is Adapted to Include Drugs) is one tool that provides questions that can be worked into the interviews with the primary caretakers, and a "yes" to any question may indicate a need for an AOD (alcohol or other drug) evaluation in order to complete the risk assessment. A copy of this tool is in [Appendix E](#).

There are several evidence based tools that can be used to screen for DV depending on who is being interviewed. The "HITS" (Hurt, Insult, Threaten, Scream) screening tool may be used to screen for DV with collaterals such as family members, professionals, service providers and mandated reporters. The Women's Experience with Battering Tool (WEB) is designed to be used with potential victims of DV. These screening tools and additional guidance regarding screening for DV can be found in section 1.4 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

Additional information about DV can be found on the [DSS public website](#).

4.6.21 Safety decision

After safety and protective factors have been assessed using the Safety Assessment Tool, the CPS worker must make a decision about the safety of the child(ren) in the home. The safety decision should be made on the basis of the needs of the least safe child in the home, if there is more than one (1) child. One of the following safety decisions must be determined using the Safety Assessment Tool and documented in the child welfare information system and shared with the family.

- **SAFE.** There are no children likely to be in immediate danger of serious harm at this time. No safety plan is required.
- **CONDITIONALLY SAFE.** Protective safety interventions have been taken and have resolved the unsafe situation for the present time. A safety plan is required to document the interventions.
- **UNSAFE.** Approved removal and placement was the only possible intervention for the child(ren). Without placement, the child(ren) will likely be in danger of immediate serious harm. A court order is required to document intervention.

4.6.21.1 Safety decision and family partnership meeting

The LDSS must schedule a FPM when the worker assesses the child's safety to be in jeopardy or at risk of removal or out of home placement. However, safety concerns are paramount and necessary action to address safety issues shall not be delayed. The FPM should be scheduled **within 24 hours** after safety issues have been identified and the agency is considering removal, and occur before the five-day court hearing in cases after the emergency removal. Emergency removal prompts the need to convene a FPM. This meeting provides the opportunity for family and community participation in the decision-making process for the child. Engaging the relatives and natural support of the family will be crucial to a successful meeting. The purpose of the meeting is to facilitate planning to determine whether:

- The agency should file for custody and facilitate placement;
- The child can remain home safely with services, or the child may return safely home with services; or
- There will be voluntary placement of the child by the mother and/or father with provision of services and a safety plan.

The CPS worker should conduct the face-to-face interview with the alleged victim child and the mother, father or caretaker prior to the FPM since the purpose of the meeting is not to interview caretakers, victims, or other collaterals.

The worker and supervisor should discuss the convening and timing of a family engagement meeting at this critical decision point. Additional guidance for holding a FPM when there is DV can be found in section 1.9 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

All FPMs must be documented in the child welfare information system. For guidance on FPMs please refer to the [VDSS Child and Family Services Manual, Chapter A, Family Engagement](#).

4.6.22 Develop a safety plan

When the child is determined to be Conditionally Safe or Unsafe, the CPS worker must determine what services or actions need to occur by developing a safety plan in partnership with the family. The VAC [22 VAC 40-705-10](#) defines safety plan:

([22 VAC 40-705-10](#)). "Safety plan" means an immediate course of action designed to protect a child from abuse or neglect.

A safety plan must be made to ensure the immediate protection of the child. When possible, the CPS worker needs to develop the safety plan with the cooperation of the child's mother, father or guardian(s). The CPS worker must determine what actions are necessary to assure the child's immediate safety. If the actions needed to assure the safety of the child cannot be put in place, alternative steps must be taken that can include court intervention. *Once available on the COMPASS Mobile Application, the safety plan must be completed in the child welfare information system and the worker's efforts to develop the safety plan with the family must also be documented in the child welfare information system. The parent(s) or guardian(s) should sign the safety plan along with the worker to show agreement as to who will do what to prevent harm to the child in the immediate future. A copy of the safety plan must be left with the parent(s) or guardian(s). In the event of unforeseen technical difficulties, the CPS worker must complete the safety plan template in the child welfare information system and provide an electronic or paper copy of the safety plan to the family **no later than 24 hours** after the first meaningful contact. The safety plan template is available in the child welfare information system and also on the [public DSS website](#).*

Additional guidance for safety planning with both children and DV victims can be found in section 1.6.1 and 1.6.2 of the [VDSS Child and Family Services Manual, Chapter H, Domestic Violence](#).

4.6.22.1 Safety plan criteria

Safety plans should meet the following criteria:

- The plan only controls or manages immediate threats of danger.
- The safety plan must have an immediate effect in controlling threats. Strategies resulting in long term change do not belong in a safety plan.

- The CPS worker must assess the parent(s), guardian, or custodian and make a professional judgment as to their willingness and capability to agree to and abide by the terms of the safety plan
- People and services identified in the safety plan must be accessible and available when threats are present.
- The safety plan should employ the least restrictive strategies possible while assuring child safety.

4.6.22.2 Safety plan actions

The following are sample safety plan actions that may be included in a safety plan:

- Cooperate with the LDSS to include returning phone calls, advising of address changes and keeping any scheduled appointments;
- Refrain from the use of any illegal drugs or substances while caring for the child(ren);
- Provide age appropriate supervision consistent with child's development;
- Obtain an appropriate child care provider;
- Provide non-abusive and age appropriate discipline;
- Refrain from the use of physical discipline or corporal punishment;
- Refrain from engaging in physical altercations or acts of DV;
- Ensure no contact with specified individual;
- Maintain a home environment that is safe and free of health and safety hazards;
- Ensure safe sleep practices are followed for all children in the home;
- Sign necessary release of information forms with service providers;
- Provide protection from and further maltreatment by a specified individual;
- Ensure child(ren) receive all medical and/or therapeutic treatment as recommended.

These actions should remain in effect until a new safety plan is developed; the investigation or case is closed, whichever comes first.

4.6.22.3 Safety plan signatures

Whenever possible, the caretaker(s) should sign the safety plan along with the worker, so that this document can be used as an agreement as to who will do what to prevent harm to the children in the immediate future. Other parties to the agreement, such as service providers, may also sign the form.

4.6.23 Reassessing safety

Safety assessment is both a process and a document. The process of assessing child safety is ongoing throughout the life of the CPS referral and ongoing case as information is gathered with each contact. The initial safety decision and safety plan are documented in the child welfare information system, and any subsequent changes in safety assessed in referrals or ongoing cases in the following circumstances should be documented in a new Safety Assessment tool in the child welfare information system ***within 24 hours*** of:

- A change in family circumstances such that one or more safety factors previously present are no longer present;
- A change in information known about the family in that one or more safety factors not present before are present now; or
- A change in ability of safety interventions to mitigate safety factors and require changes to the safety plan.

When safety is reassessed, the safety plan should be reviewed and revised accordingly. A FPM may be considered if safety concerns escalate.

4.6.24 Information gathered in the investigation

In developing the case record and the investigative narrative, the CPS worker must address and document these issues in the child welfare information system. Each investigation may have circumstances warranting more or less details and information.

4.6.24.1 Incident information

- Gather and document information about the alleged abuse or neglect incident, including the manner of infliction. If applicable, include the precipitating event (what was going on just prior to the occurrence of the abuse or neglect). If applicable, include a description of the environment where the alleged abuse occurred.

- Describe the observable injury or condition of the child (or children) that suggests abuse or neglect has occurred or is likely to occur. Direct observation of the child is always necessary.
- Describe the frequency of the alleged abuse or neglect.
- Describe the medical and psychological treatment given as the result of the alleged abuse or neglect. Any written reports should be included in the case record and documented in the child welfare information system.

4.6.24.2 Child information

- Demographic information (date of birth, sex, grade in school, etc.).
- Child's developmental level.
- Child's description of the incident including but not limited to:
 - Child's statements about what happened. Include direct quotes of the child if appropriate.
 - Child's statements about the impact of the incident on him.
- Results of any tests or evaluation of the child's injury, behavior, or other characteristics.
- Prior history of abuse or neglect involving the child. The history of any prior abuse or neglect can be provided by any source.

4.6.24.3 Caretaker information

- Demographic information (date of birth, sex, grade in school, etc.).
- Caretaker's developmental level.
- Caretaker's description of the incident including but not limited to:
 - Statements about what happened. Include direct quotes of the child if appropriate.
 - Caretaker acknowledgement of responsibility.
 - Caretaker's cooperation with the CPS Investigation.
 - Is the caretaker taking action to protect the child? If so, describe what action the caretaker is taking.

- Describe the observable or verifiable characteristics and behaviors of the caretaker impacting on the situation (both positive and negative). If drugs or alcohol are having an impact on the situation, this information should be documented in the child welfare information system. If available, include in the record any results of testing or evaluation.
- Caretaker's history of prior abuse or neglect as either victim or abuser.
- Caretaker's demonstration of a desire or willingness to change or to seek help if appropriate.
- Describe observations of the interaction between the caretaker (even when the caretaker is not a family member, if possible) and the child.

4.6.24.4 Family information

- Describe the family composition.
- Describe observable or verifiable characteristics and behaviors of the family that may impact child safety or risk of abuse or neglect.

4.6.24.5 Other information

- Observable or verifiable characteristics and behaviors of others who have access to the child and the nature of those relationships that may impact child safety or risk of abuse or neglect.
- Factors in the home environment that may impact child safety or risk of abuse or neglect (e.g., eviction, financial circumstances, DV, support systems, etc.).
- Factors outside of the home environment that may impact child safety or risk of abuse or neglect (e.g., school, day care, other service agency contact, etc.).
- Court actions that may impact child safety or risk of abuse or neglect.
- Supports for or obstacles and barriers to services that are needed to ensure the protection of the child or other children.

4.6.25 Determine risk level in an investigation

[\(22 VAC 40-705-110 B\)](#). In all completed family assessments and investigations, the child protective services worker shall conduct a risk assessment to determine whether or not the

child is in jeopardy of future abuse or neglect and whether or not intervention is necessary to protect the child.

A Family Risk Assessment shall be completed in all investigations.

The CPS worker must gather information in order to complete the Family Risk Assessment tool which includes assessing the following risk factors:

- **Caretaker related**
 - History of childhood maltreatment.
 - History of mental health issues.
 - History of substance abuse.
 - History of criminal activity (adult or juvenile).
 - DV incidents in past year.
 - History of prior CPS; ongoing or foster care services.
- **Child related**
 - Developmental or physical disability.
 - Medically fragile or failure to thrive.
 - Substance exposed newborn.
 - Delinquency.
 - Mental health or behavioral problem.
 - Prior injury as result of abuse or neglect.
- **Caretaker and child relationship**
 - Blames child.
 - Justifies maltreatment.
 - Provides insufficient emotional or psychological support.
 - Uses excessive or inappropriate discipline.
 - Domineering.

- Provides physical care inconsistent with child needs.
- **Other**
 - Housing is unsafe.
 - Family is homeless.

Based on the information gathered during the investigation, the CPS worker must determine the likelihood of any occurrence or recurrence of abuse or neglect by completing a Family Risk Assessment. The Family Risk Assessment does not predict recurrence but assesses whether a family is more or less likely to have an incident of abuse or neglect without intervention by the agency. The Family Risk Assessment is completed based on conditions that exist at the time the incident is reported and investigated as well as prior history of the family. Risk is calculated in the Family Risk Assessment Tool completed in the child welfare information system. For accurate completion, it is critical to refer to the definitions. The Family Risk Assessment Tool with definitions is located under forms on the [DSS public website](#). Selections made on the Family Risk Assessment Tool must be based on supporting narrative in the child welfare information system.

Assessed risk will be:

- **Low.** The assessment of risk related factors indicates that there is a low likelihood of future abuse or neglect and no further intervention is needed.
- **Moderate.** The assessment of risk related factors indicates that there is a moderate likelihood of future abuse or neglect and minimal intervention may be needed.
- **High.** The assessment of risk related factors indicates there is a high likelihood of future abuse or neglect without intervention.
- **Very High.** The assessment of risk-related factors indicates there is a very high likelihood of future abuse or neglect without intervention.

Overrides, either by policy or discretionary, may increase risk one level and require supervisor approval. The initial CPS risk level may never be decreased.

4.6.25.1 Risk level guides decision to open a case

When risk is clearly defined and objectively quantified, resources are targeted to higher-risk families because of the greater potential to reduce subsequent maltreatment. The risk level helps inform the decision whether or not to open a case as follows:

Low Risk:	Close
Moderate Risk:	Open to CPS On-going or close
High Risk:	Open to CPS On-going
Very High Risk:	Open to CPS On-going

The CPS worker and CPS supervisor should assess the decision to open a case for services and document in the child welfare information system the decision not to open a case. For more guidance on service planning in a case refer to [Section 6, Services](#), of this guidance manual.

4.6.25.1.1 Low/moderate risk cases open for prevention services

The LDSS may offer prevention services for families involved in an investigation when risk is assessed as low or moderate. The following conditions should be met to open a case to prevention services:

- LDSS has received a current, valid CPS referral AND
- LDSS has conducted a family assessment or investigation AND
- The family has been assessed at low or moderate risk of future maltreatment but could benefit from voluntary services AND
- The family agrees to services.

See [VDSS Child and Family Services Manual, Chapter B, Prevention](#), section 4, for further guidance.

4.6.25.2 Risk level determines need to convene FPM

A FPM should be scheduled by the LDSS when the worker assesses a child to be at “very high” or “high” risk of abuse or neglect and the child is at risk for out-of-home placement in those families who will be or are receiving services. This meeting is scheduled to develop the plan and services to prevent the out-of-home placement and identifies the circumstances under which a removal might be considered. The meeting should convene **within 30 days** of initiating services and prior to the development of the ongoing service plan. The FPM must be documented in the child welfare information system. For guidance on conducting the FPM, refer to the [VDSS Child and Family Services Manual, Chapter A, Family Engagement](#).

4.6.26 Assessment summary of strengths and needs

When completing an investigation, the CPS worker must address and document in the child welfare information system the strengths and needs as related to all of the

children, mother, father or caretakers, home environment and family support systems. Each investigation may have circumstances warranting more or less details and information.

The examples listed under each factor can be used as a guide for the CPS worker to elicit relevant information and identify family needs, strengths, and supports. A comprehensive family needs assessment should address the family's strengths and needs in four areas, including but not limited to the areas listed below:

- **Children.** Age and developmental capacity; number of children; behavioral/emotional factors; medical/physical factors; ability to self-protect/vulnerability; perception of caretaker; roles in family system; prior history of abuse/neglect; sex/gender; alleged abuser's continued access; and support system.
- **Parent/caretaker.** Mental health factors; substance use/abuse factors; domestic violence; prior history of abuse/neglect as a child; involvement in the criminal justice system; medical/physical factors; perception of alleged victim child(ren); perception of alleged victim's role in family; parenting style; overall ability to care for children (past and present); ability to protect children; sense of personal responsibility of alleged child maltreatment; engagement with CPS; willingness to care for and protect children; and support system.
- **Environment.** Access to necessary utilities (heat, water, electricity, etc.); maintenance of the inside and outside of the home environment; hazardous living conditions; cleanliness of inside of home environment; safety concerns in the environment; and positive factors present in the environment.
- **Support Systems.** Informal and formal supports; level of isolation or engagement in community; institutional supports (faith-based, educational, recreational, paid, etc.); access to needed supports; past and present utilization of supports; cultural appropriateness of supports, previous involvement with formal services; and barriers to utilization of supports.
- **Summary.** Determination if current allegation was substantiated; severity of maltreatment; frequency and chronicity of maltreatment; concerns about premeditation; caretaker impulsivity; family response to CPS intervention; risk assessment determination; services recommended; and family's response to services. **The summary *must* include the rationale for why the LDSS is not opening a case if the risk assessment is determined to be high or very high risk.**

There is a tool in [Appendix E](#) that may assist CPS workers in evaluating the impact of possible substance abuse.

See Appendix I of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#) for additional guidance regarding supporting children and youth exposed to DV.

The assessment summary must include any identified service needs of the family to reduce or prevent child abuse or neglect.

4.6.27 Dispositional assessment

([22 VAC 40-705-110 C](#)). In investigations, the child protective services worker shall make a disposition of either founded or unfounded as defined in [22 VAC 40-705-10](#) after collecting and assessing information about the alleged abuse or neglect.

After collecting evidence and before expiration of the time frames for completing the investigation, the CPS worker shall determine the disposition. The VAC provides the definition of disposition.

([22 VAC 40-705-10](#)). "Disposition" means the determination of whether or not child abuse or neglect has occurred.

4.6.27.1 Multiple dispositions and types of abuse or neglect

The Code of Virginia [§ 63.2-1505 B5](#) requires that the CPS worker make a founded or unfounded disposition for each allegation in the investigation. For example, an investigation may show sufficient evidence that a child was physically abused and mentally abused. The CPS worker must make a disposition for each category of abuse or neglect. Each separate disposition of abuse or neglect must be supported by a preponderance of the evidence on its own accord.

It is possible that a category of abuse or neglect may have multiple types. For example, the evidence establishes that the child sustained a spiral fracture and internal injuries as a result of the caretaker's actions. The LDSS may render a founded disposition of physical abuse with the type of "bone fracture" and a founded disposition of physical abuse with the type of "internal injury."

4.6.27.2 "Other than accidental means"

The injury or threat of injury to the child must have occurred as a result of "other than accidental means." The caretaker's actions must be carefully considered when determining whether the injury or threat of injury sustained by the child was caused accidentally.

4.6.27.3 Incapacitated caretaker

Physical neglect includes when the caretaker is incapacitated to the extent that the caretaker is prevented or severely limited in performing child caring tasks. Incapacitation may include physical incapacitation or mental incapacitation. Mental or physical incapacitation, in and of itself, is not sufficient for a founded disposition. Incapacitation may include mental illness when the mental illness impairs the caretaker's ability to provide for the child's basic needs to the extent that the child's safety or health is jeopardized. Incapacitation may occur as a result of the caretaker's use of controlled substances to the extent that the caretaker is unable to perform child caring duties.

4.6.27.4 Documentation required for mental abuse or mental neglect

([22VAC40-705-30 C](#)) Mental abuse or neglect occurs when a caretaker creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon a child a mental injury by other than accidental means or creates a substantial risk of impairment of mental functions.

1. Mental abuse or neglect includes acts of omission by the caretaker resulting in harm to a child's psychological or emotional health or development.
2. Documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction or threat of dysfunction demonstrated by the child is required in order to make a founded disposition.

When making a founded disposition of mental abuse or mental neglect, the CPS worker must obtain documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction demonstrated by the child or the threat of mental dysfunction in the child.

Documentation may include psychiatric evaluations or examinations, psychological evaluations or examinations, written summaries and letters. Documentation may be authored by psychiatrists, psychologists, Licensed Professional Counselors (L.P.C.) and Licensed Clinical Social Workers (L.C.S.W.), or any person acting in a professional capacity and providing therapy or services to a child or family in relationship to the alleged mental abuse. An employee of the LDSS may not serve as both the CPS investigator and the professional who documents mental abuse or mental neglect.

Additional guidance regarding making dispositions in investigations that involve DV can be found in 1.10.2 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

Child and Family Services Manual C. Child Protective Services**4.6.28 Preponderance of the evidence**

The VAC defines a preponderance of the evidence as:

[\(22 VAC 40-705-10\)](#). "Preponderance of evidence" means just enough evidence to make it more likely than not that the asserted facts are true. It is evidence which is of greater weight or more convincing than the evidence offered in opposition.

As the standard of proof in making a founded disposition of abuse or neglect, a preponderance of the evidence means that the evidence offered in support of the allegation is of greater weight than the evidence offered in opposition. The evidence gathered should be evaluated by its credibility, knowledge offered and information provided.

Proof of one (1) or more of the following factors, linking the abuse or neglect to the alleged abuser or neglecter, may constitute preponderance of evidence:

- Medical and/or psychological information from a licensed medical professional or other treatment professional that indicates that child abuse/neglect occurred;
- An admission by the alleged abuser/neglector;
- The statement of a credible witness or witnesses regarding the abuse or neglect;
- The victim child's statement that the abuse or neglect occurred. In assessing the weight to be given to the child's statement, consider:
 - level of detail described;
 - emotional/cognitive developmental level of the child;
 - consistency of statements if more than one interview is conducted; or
 - corroboration of statement by other circumstances and/or witnesses.
- Circumstantial evidence, or indirect evidence, which links the alleged abuser or neglecter to the abuse or neglect.
- In sexual abuse investigations also consider:
 - secrecy- child instructed, asked, and/or threatened to keep the abuse/neglect a secret;
 - coercion- child reports elements of coercion, persuasion, or threats by the alleged abuser to engage in the abuse/neglect.

Child and Family Services Manual C. Child Protective Services**4.6.28.1 First source, direct, and indirect evidence**

First source evidence and indirect evidence are defined in the VAC:

[\(22 VAC 40-705-10\)](#). "First source" means any direct evidence establishing or helping to establish the existence or nonexistence of a fact. Indirect evidence and anonymous complaints do not constitute first source evidence.

"Indirect Evidence" means any statement made outside the presence of the child protective services worker and relayed to the child protective services worker as proof of the contents of the statement.

In no instance can a founded disposition be based solely on indirect evidence or an anonymous complaint.

- **First source or direct evidence.** First source or direct evidence means evidence that proves a fact, without an inference or presumption, and which in itself, if true, conclusively establishes that fact. First source evidence includes the parties and witnesses to the alleged abuse or neglect. First source evidence also includes: witness depositions; police reports; photographs; medical, psychiatric and psychological reports; and any electronic recordings of interviews.
- **Direct evidence** may include witnesses or documents. For example, first source evidence would include a witness who actually saw the alleged act or heard the words spoken. First source evidence would also include the examining physician's report establishing that the child sustained a spiral fracture.
- **Indirect evidence.** Indirect evidence, also known as circumstantial evidence, is evidence based on inference and not on personal knowledge or observation.⁷ Indirect evidence relies upon inferences and presumptions to prove an issue in question and may require proving a chain of circumstances pointing to the existence or non-existence of certain facts.

4.6.28.2 Credibility of evidence

There is no clear distinction between the reliability and credibility of first source evidence and indirect evidence. It remains incumbent upon the LDSS to weigh

⁷ Black's Law Dictionary 636, (9th ed. 2009).

the credibility of all the evidence when determining a disposition. Indirect evidence may be used in support of a founded disposition; however, indirect evidence cannot be the sole basis for the disposition.

4.6.28.3 Polygraph examinations are not considered reliable evidence

Polygraph examinations are not admissible as evidence in CPS administrative hearings and cannot be considered as evidence when an LDSS is making a disposition. Since the Virginia Supreme Court has repeatedly ruled that polygraph examinations are scientifically unreliable, an LDSS cannot allow polygraph examinations to be entered in as evidence in support of a founded disposition.⁸

4.6.29 Factors to determine if medical neglect has occurred

It is the mother and father's responsibility to determine and obtain appropriate medical, mental and dental care for a child. What constitutes adequate medical treatment for a child cannot be determined in a vacuum, but rather, each case must be decided on its own particular facts.

The focus of the CPS response is whether the caretaker failed to provide medical treatment and whether the child was harmed or placed at risk of harm as a result of the failure. Cultural and religious child-rearing practices and beliefs that differ from general community standards should not be considered a basis for medical neglect, unless the practices present a specific danger to the physical or emotional safety of the child.

4.6.29.1 Treatment or care must be necessary

The statutory definition of medical neglect requires that the parent neglects or refuses to provide necessary care for the child's health. Therefore, the LDSS must establish that the caretaker's failure to follow through with a complete regimen of medical, mental, or dental care for a child was necessary for the

⁸ In *Robinson v. Commonwealth*, 231 Va. 142, 341 S.E.2d 159 (1986), the Virginia Supreme Court stated, "[I]n a long line of cases, spanning almost thirty years, we have made clear that polygraph examinations are so thoroughly unreliable as to be of no proper evidentiary use whether they favor the accused, implicate the accused, or are agreed upon to by both parties." Virginia courts have not specifically addressed the use of polygraphs in administrative hearings. However, in light of the courts' strong opposition to using results of polygraph testing in evidence, we see no principled distinction between the use of a polygraph in court and use in an administrative hearing. In *Dept. of Public Safety v. Scruggs*, 79 Md. App. 312, 556 A.2d 736 (1989), the court acknowledged that administrative agencies are not bound by the strict rules of evidence, but stated that such evidence must be competent. The court found polygraph evidence so unreliable as to deem it "incompetent" evidence. The Supreme Court relied on *Robinson* in 2004 in *Elliott v. Commonwealth*, 267 Va. 396, 593 S.E.2d 270 (2004).

Child and Family Services Manual C. Child Protective Services

child's health. The result of the caretaker's failure to provide necessary care could be illness or developmental delays.

The challenging issue is determining when medical care is necessary for the child's health. Obviously, life-saving medical treatment is necessary and falls within the definition. However, when parents or caretakers refuse medical care that is important to their child's well-being but is not essential to life, the issue becomes more complicated in determining whether the medical care is necessary.

4.6.29.2 Assess degree of harm (real or threatened) to the child

When assessing whether the medical, mental, or dental treatment is necessary for the child's health, the LDSS should consider the degree of harm the child suffered as a result of the lack of care. If the child has yet to suffer harm, then the LDSS should assess the likelihood that the child will suffer harm. The greater the harm, the more necessary the treatment.

In addition to harm, the LDSS should consider the type of medical, mental, or dental condition involved and whether the condition is stable or progressive. Whether the condition is stable or progressive may be an issue in determining the severity of the condition and the necessity of treatment. If the condition of the child is stable, then the LDSS may consider deferring to the caretaker's authority. If the condition is progressive and left untreated, then the LDSS may give lesser deference to the caretaker's authority.

4.6.29.3 Parent refuses treatment for life-threatening condition

Pursuant to the Code of Virginia [§ 63.2-100](#), a parent's decision to refuse a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care when all the following conditions are met:

- The decision is made jointly by the parents or other person legally responsible for the child and the child.
- The child has reached 14 years of age and sufficiently mature to have an informed opinion on the subject of his medical treatment.
- The parents or other person legally responsible for the child and the child have considered alternative treatment options.
- The parents or other person legally responsible for the child and the child believe in good faith that such decision is in the child's best interest.

(22 VAC 40-705-10). “Particular Medical Treatment” means a process or procedure that is recommended by conventional medical providers and accepted by the conventional medical community.

“Sufficiently mature” is determined on a case-by-case basis and means that a child has no impairment of his cognitive ability and is of a maturity level capable of having intelligent views on the subject of his health condition and medical care.

“Informed opinion” means that the child has been informed and understands the benefits and risks, to the extent known, of the treatment recommended by conventional medical providers for his condition and the alternative treatment being considered as well as the basis of efficacy for each, or lack thereof.

“Alternative treatment options” means treatments used to prevent or treat illnesses or promote health and well-being outside the realm of modern conventional medicine.

“Life-threatening condition” means a condition that if left untreated more likely than not will result in death and for which the recommended medical treatments carry a probable chance of impairing the health of the individual or a risk of terminating the life of the individual.

4.6.29.4 Assess caretaker’s rationale

The most singular underlying issue in determining whether a child is being deprived of adequate medical care, and therefore, a medically neglected child, is whether the parents have provided an acceptable course of medical treatment for their child in light of all the surrounding circumstances. The LDSS should consider whether the caretaker’s failure to provide necessary medical treatment was caused by ignorance or misunderstanding. The LDSS should consider whether the caretakers obtained accredited medical assistance and were aware of the seriousness of their child’s condition. The LDSS should weigh the possibility of a cure if a certain mode of treatment is undertaken and whether the caretakers provided their child with a treatment. The LDSS should consider whether the caretakers sought an alternative treatment recommended by their physician and have not been totally rejected by all responsible medical authority.

4.6.29.5 Assess financial capabilities and poverty

The LDSS should consider whether the caretaker’s failure to provide necessary medical treatment was caused by financial reasons or poverty. Parents or caretakers should not be considered neglectful for the failure to provide necessary medical treatment unless they are financially able to do so or were offered financial or other reasonable means to do so. In such situations, a

founded disposition may be warranted if, after appropriate counseling and referral, the parents still fail to provide the necessary medical care.

4.6.29.6 Failure to thrive must be diagnosed by a physician

The CPS worker must document that the diagnosis of failure to thrive was made by a physician and the diagnosis was nonorganic failure to thrive.

4.6.29.7 Child under alternative treatment

([22 VAC 40-705-30 B3b\(1\)](#)). A child who, in good faith, is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall not for that reason alone be considered a neglected child in accordance with [§ 63.2-100](#) of the Code of Virginia.

The Code of Virginia provides that no child shall be considered an abused or neglected child only for the reason that the child is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination. The religious exemption to a founded disposition of child abuse or neglect mirrors the statute providing a religious defense to criminal child abuse and neglect.⁹ This exemption means that a founded disposition cannot be based only upon the religious practices of the parents or caretakers. A founded disposition can be rendered for other reasons. For example, if the parent caused the injury in the first place, the religious exemption would not apply. The religious exemption to a founded disposition of abuse or neglect is designed to protect a family's right to freedom of religion. The religious exemption statute is not to provide a shield for a person to abuse or neglect a child.¹⁰

Should there be question concerning whether a child is under the treatment in accordance with a tenet or practice of a recognized church or religious denomination, the LDSS should seek the court's assistance. The court should

⁹ See Va. Code [§ 18.2-371.1 C](#). Any parent, guardian or other person having care, custody, or control of a minor child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall not, for that reason alone, be considered in violation of this section.

¹⁰ The United States Supreme Court held in 1944 that "parents may be free to become martyrs themselves. But it does not follow that they are free, in identical circumstances, to make martyrs of their children before they can reach the age of full and legal discretion when they can make that choice for themselves." *Prince v. Massachusetts*, 321 U.S. 158, 170 (1944).

decide whether the parent or caretaker is adhering to religious beliefs as the basis for refusal of medical or dental treatment.

4.6.29.8 Medical neglect of infants with life-threatening conditions

The VAC [22 VAC 40-705-30 B3b](#) states that medical neglect includes withholding of medically indicated treatment. The VAC defines withholding of medically indicated treatment as specific to infants. When conducting an investigation involving an infant deprived of necessary medical treatment or care, the LDSS must be aware of the ancillary definitions and guidance requirements.

[\(22 VAC 40-705-10\)](#). “Withholding of medically indicated treatment” means the failure to respond to the infant’s life-threatening condition by providing treatment (including appropriate nutrition, hydration, and medication) which in the treating physician’s or physicians’ reasonable medical judgment will be most likely to be effective in ameliorating or correcting all such conditions.

This definition applies to situations where parents do not attempt to get a diagnosis even when the child's symptoms are severe and observable.

4.6.29.8.1 Withholding medically indicated treatment when treatment is futile

[\(22 VAC 40-705-30 B3b\(2\)\)](#). For the purposes of this chapter, “withholding of medically indicated treatment” does not include the failure to provide treatment (other than appropriate nutrition, hydration, or medication) to an infant when in the treating physician’s or physicians’ reasonable medical judgment:

- (a.) The infant is chronically and irreversibly comatose;
- (b.) The infant has a terminal condition and the provision of such treatment would: (i) merely prolong dying; (ii) not be effective in ameliorating or correcting all of the infant’s life-threatening conditions; (iii) otherwise be futile in terms of the survival of the infant; or (iv) be virtually futile in terms of the survival of the infant and the treatment itself under such circumstances would be inhumane.

4.6.29.8.2 Definitions of chronically and irreversibly comatose and terminal condition

[\(22 VAC 40-705-10\)](#). “Chronically and irreversibly comatose” means a condition caused by injury, disease or illness in which a patient has suffered a loss of consciousness with no behavioral evidence of self-awareness or awareness of surroundings in a learned manner other than reflexive activity of muscles and nerves for low-level conditioned response and from which to a reasonable degree of medical probability there can be no recovery.

(22 VAC 40-705-10). “Terminal condition” means a condition caused by injury, disease or illness from which to a reasonable degree of medical probability a patient cannot recover and (i) the patient’s death is imminent or (ii) the patient is chronically and irreversibly comatose.

4.6.30 Unfounded disposition

The definition of an unfounded disposition as defined in the VAC is:

(22 VAC 40-705-10). "Unfounded" means that a review of the facts does not show by a preponderance of the evidence that child abuse or neglect occurred.

However, an unfounded disposition may not mean that abuse or neglect did not occur, but rather that the evidence obtained during the investigation did not reach the preponderance level.

4.6.30.1 Notifications in unfounded investigations

- **Written notification to alleged abuser or neglector.** The alleged abuser or neglector shall be notified in writing that the complaint was determined to be unfounded. A copy of the notification shall be filed in the record and documented in the child welfare information system. The notification shall include the length of time the CPS report will be retained in the child welfare information system; the individual’s right to request the record be retained for an additional period; and the right to access information about himself in the investigative record. When the alleged abuser or neglector is under 18 years of age, the LDSS *should* provide the parent or legal guardian of the alleged abuser or neglector with written notification that the complaint was determined to be unfounded.
- Although verbal notification of an unfounded investigation is not required by regulation, CPS workers are encouraged to discuss the outcome of the investigation as well as any services the family may need or request.

(§ 63.2-1514 B of the Code of Virginia) [continued] *The record of unfounded investigations that involved reports of child abuse or neglect shall be purged three years after the date of the complaint or report if there are no subsequent complaints or reports regarding the same child or the person who is the subject of the complaint or report within such three-year period.*

- **Inform alleged abuser or neglector of legal recourse if complaint is malicious.**

([22 VAC 40-705-140 B1b](#)). The local worker shall notify the individual against whom allegations of abuse or neglect were made of the procedures set forth in [§ 63.2-1514](#) of the Code of Virginia regarding reports or complaints alleged to be made in bad faith or with malicious intent.

In all unfounded complaints, the CPS worker shall inform the alleged abuser or neglecter that he may petition the court to obtain the identity of the complainant if the alleged abuser believes the complaint was made in bad faith or maliciously.

The CPS worker may provide the alleged abuser or neglecter with a copy of the Code of Virginia [§ 63.2-1514](#) pertaining to reports or complaints made in bad faith or maliciously. Upon request, the LDSS shall advise the person who was the subject of an unfounded investigation if the complaint or report was made anonymously, as required by the Code of Virginia [§ 63.2-1514](#). The CPS worker may also refer the person to seek legal advice or to the court if they have further questions.

- **Upon request, advise alleged abuser if complainant is anonymous**

([22 VAC 40-705-40 E](#)). Upon request, the local department shall advise the person who was the subject of the complaint if the complaint or report was made anonymously.

- **Alleged abuser or neglecter may request retention of the record.**

([22 VAC 40-705-130 A5](#)). The individual against whom an unfounded disposition for allegations of abuse or neglect was made may request in writing that the local department retain the record for an additional period of up to two years.

- **Record shall be purged upon court order.**

([22 VAC 40-705-130 A6](#)). The individual against whom allegations of abuse or neglect were made may request in writing that both the local department and the department shall immediately purge the record upon presentation of a certified copy of a court order that there has been a civil action that determined that the complaint or report was made in bad faith or with malicious intent pursuant to [§ 63.2-1514](#) of the Code of Virginia.

- **Notify alleged abuser or neglecter in unfounded investigation involving the death of a child.**

([22 VAC 40-705-140 B1c](#)). In accordance with [§ 32.1-283.1 D](#) of the Code of Virginia, when an unfounded disposition is made in an investigation that involves a

child death, the child protective services worker shall inform the individual against whom allegations of abuse or neglect were made that the case record will be retained for the longer of 12 months or until the State Child Fatality Review Team has completed its review of the case.

- **Notify victim child's non-custodial parent or guardian.**

([22 VAC 40-705-140 C1](#)). When the disposition is unfounded, the child protective services worker shall inform the parents or guardian of the subject child in writing, when they are not the individuals against whom allegations of child abuse or neglect were made, that the investigation involving their child resulted in an unfounded disposition and the length of time the child's name and information about the case will be maintained. The child protective services worker shall file a copy in the case record.

Reasonable efforts must be made to notify the non-custodial parent of the alleged victim child when that parent is not the subject of a report of child abuse or neglect. Not only does the parent have a right to know, he or she may be a resource to the child. However, if there is reason to believe that contact would be detrimental to the child that should be taken into consideration. If notification does not occur for this or any reason, that reason should be documented in the child welfare information system. For siblings or other children residing in the home who are not identified as alleged victims, reasonable efforts to notify the non-custodial parent is at the discretion of the LDSS. CPS workers should consider the risk of future maltreatment to these children and the potential protective benefits of notification when making this decision.

- **Notify complainant of unfounded disposition.**

([22 VAC 40-705-140 D1](#)). When an unfounded disposition is made, the child protective services worker shall notify the complainant, when known, in writing that the complaint was investigated and determined to be unfounded. The worker shall file a copy in the case record.

Sample letters of notification for unfounded investigations are located in [Appendix H](#).

4.6.31 Cannot reopen a closed investigation

There is no basis in the Code of Virginia or the VAC for "reopening" a closed investigation. When new or additional information is received after a complaint has been determined to be Unfounded, the new/additional information may be sufficient to meet the validity criteria for a new CPS report. If the new information adds nothing more to the original complaint, the report should be screened out.

4.6.32 Founded disposition

The definition of a founded disposition as defined in the VAC is:

[\(22 VAC 40-705-10\)](#). "Founded" means that a review of the facts shows by a preponderance of the evidence that child abuse or neglect has occurred. A determination that a case is founded shall be based primarily on first source evidence; in no instance shall a determination that a case is founded be based solely on indirect evidence or an anonymous complaint.

See [Appendix K](#) for sample format for documenting a founded dispositional assessment in the child welfare information system.

4.6.32.1 Founded disposition cannot be based solely on anonymous complaint

A founded disposition cannot be based solely on an anonymous complaint. An allegation of abuse or neglect, in and of itself, cannot prove that the alleged act or omission did or did not occur. Because a person alleges that an act occurred does not mean that the act in fact did occur. The allegation must be proved or disproved by corroborating evidence.

4.6.32.2 Alleged abuser may consult with LDSS prior to a founded disposition

[\(22 VAC 40-705-120 D\)](#). The subject of the report or complaint may consult with the local department to hear and refute evidence collected during the investigation. If a criminal charge is also filed against the alleged abuser for the same conduct involving the same victim child as investigated by the local department, pursuant to [§ 63.2-1516.1 B](#) of the Code of Virginia, no information gathered during a joint investigation with law enforcement shall be released by the local department prior to the conclusion of the criminal investigation unless authorized by the investigating law-enforcement agency or the local attorney for the Commonwealth.

The alleged abuser may be informed at any time during the investigation that the facts are leading the worker toward making a founded disposition.

If the alleged abuser/neglector wants to present additional evidence or refute evidence, the LDSS may afford this opportunity and consider such additional information prior to rendering the disposition. The investigation may be extended from 45 days to 60 days for this process to be completed.

The request for a consultation prior to disposition does not apply if there are pending criminal charges involving the same victim child unless information gathered during the joint investigation is authorized to be released.

4.6.33 Founded disposition and identity of abuser is unknown

It is possible that an investigation reveals a preponderance of evidence establishing that the child was physically abused or physically neglected, but fails to establish, by a preponderance of that evidence, the caretaker responsible for the abuse or neglect. If, after diligent efforts to identify the abuser, the identity of the abuser remains unknown, the LDSS may enter the abuser's name as "unknown" into the child welfare information system.

For example, the evidence establishes that the infant was shaken and sustained severe injuries. The only persons with the opportunity to have caused the injuries were the parents of the infant and the babysitter who provided care for the infant on the night the injuries occurred. However, the evidence is conflicting concerning who actually caused the injuries. In such a situation, the LDSS may render a founded disposition of physical abuse with the identity of the abuser unknown.

- **Abuser identified after disposition.** If new information is received subsequent to a disposition of Founded with Unknown Abuser, this information is to be treated as a new referral and requires a new investigation. If the original information is still pertinent and relevant and there is sufficient reason not to re-interview all the required contacts, such as potential trauma to the child, the information from original interviews may be incorporated into the new investigation. If this additional information allows for a founded disposition with a known abuser, it does not replace the original finding.

4.6.34 Determine level of founded disposition

A founded disposition must be categorized into one of three levels. Categorization is dependent on the nature of the act and the seriousness of the harm or threatened harm to the child as a result of maltreatment. In all founded cases, there may be circumstances influencing the severity of the abusive or neglectful incident. The circumstances may increase or decrease the severity of harm or threatened harm.

The level for a founded disposition must be supported by a preponderance of the evidence. The evidence supporting the level must be documented in the record. The facts supporting the level will relate to the type and pattern of abuse/neglect, the vulnerability of the child, the effect or potential effect of the abuse/neglect, and the action or inaction of the caretaker.

4.6.34.1 Level 1

([22 VAC 40-705-110 D1](#)). Level 1. This level includes those injuries or conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child.

Child and Family Services Manual C. Child Protective Services

Examples of injuries or conditions that resulted in or were likely to have resulted in serious harm include but are not limited to:

- For physical abuse:
 - the situation requires medical attention in order to be remediated;
 - the injury may be to the head, face, genitals, or is internal and located near a vital organ;
 - injuries located in more than one place;
 - injuries were caused by the use of an instrument such as a tool or weapon;
 - an inappropriate drug was administered or a drug was given in an inappropriate dosage; or
 - child exposed to the production or sale of methamphetamine or other drug and is not able to self-protect.

- For neglect situations:
 - the condition would be one where the child's minimal needs are rarely met for food, clothing, shelter, supervision, or medical care;
 - the child is frequently unsupervised or unprotected;
 - the child is left by the caretaker with no plan for the child's care or no information about the caretaker's whereabouts or time for return; or
 - a young child is left alone for any period of time.

- For mental abuse or neglect:
 - the child has engaged in self-destructive behavior;
 - has required psychiatric hospitalization;
 - has required treatment for severe dysfunction;
 - presents a danger to self or others; or
 - problems related to the caretaker behavior.

- For sexual abuse:
 - the situation would be one where there was genital contact;

- force or threat was used; or
- the abuse had taken place over a period of time and there were multiple incidents.
- For medical neglect:
 - caretaker failed to provide medical care in a life threatening situation; or
 - a situation that could reasonably be expected to result in a chronic debilitating condition.
- For non-organic failure to thrive: the syndrome is considered to be a form of physical or emotional maltreatment. (refer to physical or mental abuse or neglect)

4.6.34.2 Level 2

([22 VAC 40-705-110 D2](#)). Level 2. This level includes those injuries or conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child.

Examples of injuries or conditions that resulted in or were likely to have resulted in moderate harm include but are not limited to:

- For physical abuse:
 - the injury necessitates some form of minor medical attention;
 - injury on torso, arms, or hidden place (such as arm pits);
 - use of tool that is associated with discipline such as a switch or paddle; or
 - exposure to the production or sale of methamphetamine or other drugs and the child may not be able to self-protect.
- For neglect situations:
 - the child's minimal needs are sporadically met for food, clothing, shelter, supervision, or medical care; or
 - a pattern or one-time incident related to lack of supervision caused or could have caused moderate harm.
- For mental abuse or neglect:
 - the child's emotional needs are rarely met; or

Child and Family Services Manual C. Child Protective Services

- the child's behavior is problematic at home or school.
- For sexual abuse:
 - minimal or no physical touching but could be exposure to masturbation, exhibitionism, etc.;
 - caretaker makes repeated sexually provocative comments to the child; or
 - child is exposed to pornographic materials.
- For medical neglect:
 - a doctor has prescribed care to eliminate pain or remedy a condition but the caretaker has not followed through with appointments or recommendations; or
 - the child's condition is not acute or life threatening but could be detrimental to the child's mental or physical health.
- For non-organic failure to thrive, the syndrome is considered to be a form of physical or emotional maltreatment. (refer to physical or mental abuse or neglect)

4.6.34.3 Level 3

([22 VAC 40-705-110 D3](#)). Level 3. This level includes those injuries or conditions, real or threatened, that result in minimal harm to a child.

Examples of injuries or conditions that resulted in or were likely to have resulted in minimal harm include but are not limited to:

- For physical abuse:
 - the situation requires no medical attention for injury;
 - minimal exposure to the production or sale of methamphetamine or other drugs.
- For physical neglect:
 - child's minimal needs inconsistently met for food, clothing, shelter, supervision, or medical care; or
 - supervision marginal which poses a threat of danger to child.

- For mental abuse or neglect the situation would be one where the child's emotional needs are met sporadically with evidence of some negative impact on the child's behavior.
- For sexual abuse:
 - there was no or minimal physical touching or exposure to sexual acts such as masturbation, exhibitionism, etc.;
 - caretaker's actions or behavior, such as making sexually suggestive comments to the child, causes or creates a threat of minimal harm to the child.
- For medical neglect, the situation may be one in which the child's life is not in danger, the child is not experiencing discomfort at this time, but the medical authority reports medical treatment is needed to avoid illness or developmental delay.
- For non-organic failure to thrive, the syndrome is considered to be a form of physical or emotional maltreatment. (refer to physical or mental abuse or neglect)

4.6.35 Notifications in founded investigations

4.6.35.1 Notify abuser or neglector in writing

The written notification to the abuser or neglector of the founded disposition(s) must be in a letter and a copy must be included in the case record. Sample letters of notification for investigations with founded dispositions are located in [Appendix H](#). The letter must include:

- A clear statement that the individual is the abuser and/or neglector.
- The category of abuse or neglect.
- The disposition, level, and retention time, including statement about effect of multiple complaints on retention.
- The name of the victim child or children.
- A statement informing the abuser of his or her right to appeal the finding and to have access to the case record.

- A statement informing the abuser that pursuant to [§ 63.2-1505](#) of the Code of Virginia, if the abuser is an employee in a public school division in Virginia, the local school board shall be notified of the founded disposition.

LDSS are encouraged to send the disposition letter by certified mail as further documentation of the notification to the abuser or neglector.

When the alleged abuser or neglector is under 18 years of age, the LDSS must provide the parent or legal guardian of the alleged abuser or neglector with written notification of the founded disposition.

4.6.35.1.1 Additional notification to alleged abuser in certain founded sexual abuse investigations

([22 VAC 40-705-130 B4](#)) Pursuant to [§ 63.2-1514 A](#) of the Code of Virginia, all records related to founded, Level 1 dispositions of sexual abuse shall be maintained by the local department for a period of 25 years from the date of the complaint. This applies to all investigations with founded dispositions on or after July 1, 2010. This retention timeframe will not be reflected in the Central Registry past the purge dates set out in this subsection.

All investigation records founded on or after July 1, 2010 for sexual abuse investigations level 1 shall be maintained by the LDSS 25 years from the date of the complaint. This retention timeframe will not be reflected in the Central Registry past the purge dates set out in [22VAC 40-705-130](#).

For all sexual abuse investigations founded level 1 on or after July 1, 2010, the written notification shall include a statement informing the alleged abuser that the investigation record shall be maintained by the LDSS for 25 years past the date of the complaint pursuant to [§ 63.2-1514 A](#) of the Code of Virginia; however, this retention time will not be reflected in the Central Registry past the purge date of 18 years as set out in [22VAC 40-705-130](#).

When the alleged abuser or neglector is under 18 years of age, the LDSS must provide the parent or legal guardian of the alleged abuser or neglector with written notification of the retention time.

4.6.35.2 Inform abuser or neglector of appeal rights

The abuser or neglector must be informed of his right to appeal the founded disposition. This must be done verbally and in writing as soon as the disposition is reached. In addition, the abuser or neglector must be given a brochure, "[Child Protective Services Appeals and Fair Hearings](#)" that outlines the administrative appeal process. The LDSS must document in the child welfare information

system that the abuser or neglector was given the appeal brochure and was informed verbally of his or her appeal rights.

When the alleged abuser or neglector is under 18 years of age, the LDSS must provide the parent or legal guardian of the alleged abuser or neglector with written notification of his right to appeal the founded disposition. See Section 7.4.1 regarding requests for appeals.

4.6.35.3 Notify abuser or neglector verbally

The verbal notification to the abuser or neglector of the founded disposition(s) should include the disposition, level, and retention time, including effect of multiple complaints on retention and inform the abuser of his or her right to appeal to finding and to have access to the case record. The worker must document in the child welfare information system, the date the verbal notification took place. If the verbal notification did not occur, the CPS worker should document the reasons in the child welfare information system.

When the alleged abuser or neglector is under 18 years of age, the LDSS must provide the parent or legal guardian of the alleged abuser or neglector with verbal notification of the founded disposition. The worker *should* document in the child welfare information system, the date the verbal notification took place. If the verbal notification did not occur, the CPS worker should document the reasons in the child welfare information system.

4.6.35.4 Foster parent is abuser or neglector of the victim child in founded complaint

([22 VAC 40-705-140 B2](#)). When the abuser or neglector in a founded disposition is a foster parent of the victim child, the local department shall place a copy of this notification letter in the child's foster care record and in the foster home provider record.

4.6.35.5 Notify all parties if identity of abuser or neglector is unknown

If the LDSS renders a founded disposition with the abuser unknown, the LDSS must notify all parties, including the parents or guardian of the child, the alleged abuser or neglector, and the complainant. All parties must be informed that the investigation resulted in a finding that the child was abused or neglected, but the evidence did not establish the identity of the perpetrator.

The alleged abuser or neglector should be notified that a finding of abuse or neglect was not made against that person. Because the abuser or neglector is

unknown, no party has the right to an administrative appeal of the founded disposition.

The complainant should be notified that necessary action was taken.

4.6.35.6 Notify all parties if abuser or neglector is deceased

If the LDSS renders a founded disposition and the named abuser or neglector is deceased, the LDSS must notify all parties, including the deceased abuser or neglector's estate. The notification letter must state that the identity of the alleged abuser or neglector will be referred to as "deceased" in the child welfare information system. Because the abuser or neglector is deceased, no party has the right to an administrative appeal of the founded disposition.

The complainant should be notified that necessary actions were taken.

4.6.35.7 Notify victim child's non-custodial parent or guardian

([22 VAC 40-705-140 C2](#)). When the disposition is founded, the child protective services worker shall inform the parents or guardian of the child in writing, when they are not the abuser or neglector, that the complaint involving their child was determined to be founded and the length of time the child's name and information about the case will be retained in the Central Registry. The child protective services worker shall file a copy in the case record.

Reasonable efforts must be made to notify the non-custodial parent of the alleged victim child when that parent is not the subject of a report of child abuse or neglect. Not only does the parent have a right to know, he or she may be a resource to the child. However, if there is reason to believe that contact would be detrimental to the child, which should also be taken into consideration. If notification does not occur for this or any reason, that reason should be documented in the child welfare information system. For siblings or other children residing in the home that are not identified as alleged victims, reasonable efforts to notify the non-custodial parent is at the discretion of the LDSS. CPS workers should consider the risk of future maltreatment to these children and the potential protective benefits of notification when making this decision.

Sample letters of notification for investigations are located in [Appendix H](#).

For all sexual abuse investigations founded level 1 on or after July 1, 2010, the notification to the parent of the alleged victim child shall include a statement that the investigation record shall be maintained by the LDSS for 25 years past the date of the complaint pursuant to [§ 63.2-1514 A](#) of the Code of Virginia; however,

this retention time will not be reflected in the Central Registry past the purge date of 18 years as set out in [22 VAC 40-700-30](#).

4.6.35.8 Notify complainant

([22 VAC 40-705-140 D2](#)). When a founded disposition is made, the child protective services worker shall notify the complainant, when known, in writing that the complaint was investigated and necessary action was taken. The local worker shall file a copy in the case record.

Sample letters of notification for investigations are located in [Appendix H](#).

4.6.35.9 Notify Family Advocacy Program

The Code of Virginia [§ 63.2-1503 N](#) establishes authority for the LDSS to share CPS information with family advocacy representatives of the United States Armed Forces.

([§ 63.2-1503 N](#) of the Code of Virginia) Notwithstanding any other provision of law, the local department, in accordance with Board regulations, shall transmit information regarding reports, complaints, family assessments, and investigations involving children of active duty members of the United States Armed Forces or members of their household to family advocacy representatives of the United States Armed Forces.

Effective July 1, 2017: at the conclusion of **all** investigations (founded and unfounded dispositions), the LDSS shall notify the Family Advocacy Program representative and provide the final disposition, the type(s) of abuse or neglect, the identity of the abuser or neglecter and any recommended services. These notifications allow for coordination between CPS and the Family Advocacy Program and are intended to facilitate identification, treatment and service provision to the military family. For additional information about the Family Advocacy Program, contact information for a particular branch of the military or a specific installation, click [here](#).

- Written notification to Family Advocacy shall be made upon completion of an investigation resulting in an unfounded disposition.
- The Family Advocacy Program representative shall be notified in writing **within 30 days** after all administrative appeal rights of the abuser or neglecter have been exhausted or forfeited for all investigations with a founded disposition.
- Written notification to abuser or neglecter.

The abuser or neglector shall be advised that this information is being provided to the Family Advocacy Program and shall be given a copy of the written notification sent to the Family Advocacy Program. These notifications shall be documented in the child welfare information system.

4.6.35.10 Referral to early intervention programs for children under age three in an investigation

The LDSS shall refer any child under the age of three for early prevention services to the local Infant and Toddler Connection of Virginia who:

- Is the subject of an investigation with a founded disposition;
- Is identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure; or
- Has a physical or mental condition that has a high probability of resulting in developmental delay, regardless of track or disposition.

All localities are served by an Infant & Toddler Connection of Virginia program. This referral is required by the Child Abuse Prevention and Treatment Act (CAPTA).

LDSS are encouraged to meet with the local Infant and Toddler program to learn about any referral issues that should be explained to the parent. LDSS are also encouraged to develop procedures with the Infant & Toddler Connection of Virginia program to make referrals of certain children under age three (3). Recommended elements of these procedures should include:

- As soon as possible but no later than **seven calendar days** of completing the investigation, the LDSS should send a referral to the local Part C Early Intervention program using the local referral form.

The LDSS should:

- Send a referral as soon as possible when a child has been identified as exposed prenatally to an illegal substance or has withdrawal symptoms at birth.
- Send a referral as soon as possible when a child has been identified as having a physical or mental condition which has a high probability of resulting in a developmental delay.

- Send a copy of the referral to the family. The parent should also be informed verbally of the referral and have an opportunity to discuss the referral process.
- Request the family to sign a release form allowing the exchange of information between the Infant & Toddler Connection Program and the LDSS regarding the referral.
- Document the notification and referral in the state child welfare information system.

More information on the Infant & Toddler programs in Virginia can be found on the [Infant & Toddler Connection of Virginia website](#) and in the Memorandum of Agreement issued by the Commissioners of the Department of Social Services and Department of Behavioral Health and Developmental Services and other agencies involved with implementation of Part C of the Individuals with Disabilities Education Act (IDEA) dated May 2013 located on the [VDSS internal website](#).

4.6.35.11 Notify parents of a minor who is an abuser

When a child under the age of eighteen is the abuser in a founded investigation, the LDSS shall inform the mother, father or legal guardian of the minor of the finding and the abuser's right to appeal the finding. The minor's parents/legal guardians have the authority to initiate an administrative appeal of the founded disposition on behalf of the minor.

4.6.35.12 Notify local school board when abuser is or was an employee

(§ [63.2-1505 B7](#)). If a report of child abuse and neglect is founded, and the subject of the report is or was at the time of the investigation or the conduct that led to the report a full-time, part-time, permanent, or temporary employee of a school division located within the Commonwealth, notify the relevant school board of the founded complaint without delay.

If the abuser is or was at the time of the investigation or the conduct that led to the report a full-time, part-time, permanent, or temporary employee in a school division located within the Commonwealth, the LDSS shall notify the local school board of the founded disposition at the same time the subject is notified of the founded disposition. This includes in home investigations when the employee is the subject of the founded investigation involving his own children. Any information exchanged for the purposes of this subsection shall not be

considered a violation of §§ [63.2-102](#), [63.2-104](#) or [63.2-105](#) of the Code of Virginia.

The LDSS may send a copy of the disposition letter to the subject of the complaint to the local school board to meet this notification requirement.

This notification shall be documented in the child welfare information system.

4.6.35.13 Notify Superintendent of Public Instruction, Department of Education

(§ [63.2-1503 P](#)). The local department shall (i) notify the Superintendent of Public Instruction without delay when an individual holding a license issued by the Board of Education is the subject of a founded complaint of child abuse or neglect and shall transmit identifying information regarding such individual if the local department knows the person holds a license issued by the Board of Education and (ii) notify the Superintendent of Public Instruction without delay if the founded complaint of child abuse or neglect is dismissed following an appeal pursuant to § [63.2-1526](#). Nothing in this subsection shall be construed to affect the rights of any individual holding a license issued by the Board of Education to any hearings or appeals otherwise provided by law. Any information exchanged for the purpose of this subsection shall not be considered a violation of § [63.2-102](#), [63.2-104](#), or [63.2-105](#).

The LDSS shall immediately notify the [Superintendent of Public Instruction](#), Department of Education (DOE) when an individual holding a license issued by the Board of Education is the subject of a founded complaint of child abuse or neglect and shall transmit identifying information regarding such individual if the LDSS knows the person holds a license issued by the Board of Education.

The LDSS shall immediately notify the Superintendent of Public Instruction, DOE if the founded complaint of child abuse or neglect is overturned on an administrative appeal.

The Board of Education issues licenses to instructional personnel including teachers and other professionals and administrators. Refer to [Licensure Regulations for School Personnel](#) in the VAC.

The Board of Education does not license teacher aides, janitorial staff, and administrative support staff.

This notification requirement applies to all individuals holding a license even if that person is not currently employed by a local school board.

Child and Family Services Manual**C. Child Protective Services****4.6.36 Notification to Interstate Compact on the Placement of Children (ICPC)**

When applicable, at the conclusion of the investigation, notify [Interstate Compact Placement of Children](#) (ICPC) of the results. The CPS worker shall document this notification in the child welfare information system.

4.6.37 Supervisor approval required

All completed investigations should be reviewed and approved in the child welfare information system by the CPS worker's supervisor **within five working days of the worker's request for approval.**

Prior to supervisory approval of an investigation with a founded disposition, the CPS worker should ensure compliance with all Code of Virginia requirements, CPS regulations and guidance. A "Founded Investigations and Appeals" checklist is available on the [internal VDSS website](#).

4.7 The case record

[\(22 VAC 40-705-10\)](#). "Documentation" means information and materials, written or otherwise, concerning allegations, facts and evidence.

Thorough and detailed documentation of the family assessment or investigation is essential to determine and support the decisions made by the CPS worker and approved by the supervisor. All family assessment and investigation records must contain the information required by law, regulation, and guidance.

4.7.1 Case record

[\(22 VAC 40-705-10\)](#). "Case Record" means a collection of information maintained by a local department, including written material, letters, documents, tapes, photographs, film or other materials regardless of physical form about a specific child protective services investigation, family or individual.

4.7.1.1 Audio recordings

Audio recordings taken during the course of a family assessment or investigation are part of the case record, and must be stored at the case level, not the participant level, in the child welfare information system.

4.7.1.2 Photographs

Photographs taken during the course of a family assessment or investigation are part of the case record, and must be stored at the case level, not the participant level, in the child welfare information system.

Child and Family Services Manual C. Child Protective Services

4.7.2 Family assessment or investigation documentation

(22 VAC 40-705-10). "Investigative narrative" means the written account of the investigation contained in the child protective services case record.

The family assessment or investigative narrative is a detailed written summary of all the evidence supporting the LDSS's investigation disposition or information supporting the family assessment.

Guidelines for documentation in a case where DV is present can be found in section 1.11 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

All documentation must be entered *or updated in* the child welfare information system ***within five business days***.

A hard copy file, in addition to the child welfare information system generated reports, *documents, forms, audio and digital image files*, for each family assessment or investigation should include correspondence, reports from other sources (school, medical, etc.), and other documentation germane to the family assessment or investigation which *may* not be entered into the child welfare information system, such as a safety plan.

4.8 CPS child welfare information system

CPS reports including screened out reports, investigations, and family assessments, must be maintained in the child welfare information system. *The child welfare information system includes OASIS, COMPASS Mobile Application, and COMPASS Portal.*

(22 VAC 40-705-10). "Child abuse and neglect information system" means the computer system that collects and maintains information regarding incidents of child abuse and neglect involving parents or other caretakers. The computer system is composed of three parts: the statistical information system with non-identifying information; the Central Registry of founded complaints not on appeal; and a data base that can be accessed only by the department and local departments that contains all non-purged child protective services reports. This system is the official state automated system.

4.9 Central Registry and record retention

The Code of Virginia § [63.2-1515](#) establishes authority for the Central Registry and governs disclosure of information from the central registry.

(22 VAC 40-705-10). "Central Registry" means a subset of the child abuse and neglect information system, and is the name index with identifying information of individuals named

as an abuser or neglector in founded child abuse or neglect complaints or reports not currently under administrative appeal, maintained by the department.

4.9.1 CPS database available to LDSS

([22 VAC 40-705-130 A2](#)). The department shall retain complaints or reports with an unfounded disposition in the child abuse and neglect information system to provide local departments with information regarding prior investigations.

([22 VAC 40-705-130 A3](#)). This record shall be kept separate from the Central Registry and accessible only to the Department and to local departments.

In addition to CPS reports contained in the Central Registry, the child welfare information system contains a database of all non-purged CPS reports that can only be accessed by the LDSS. This database contains all pending CPS investigations and family assessments as well as completed family assessments, unfounded investigations, and screened out reports.

4.9.2 Retain record if subsequent complaints arise

([22 VAC 40-705-130 D](#)). In all family assessments or investigations, if the individual against whom allegations of abuse or neglect is involved in any subsequent complaint or report, the information from all complaints or reports shall be maintained until the last purge date has been reached.

4.9.3 Retention period for family assessment

([22 VAC 40-705-130 C](#)). The record of the family assessment shall be purged three years after the date of the complaint or report if there are no subsequent complaints or reports regarding the individual against whom allegations of abuse or neglect were made or regarding the same child in those three years.

4.9.4 Retention period for investigation with unfounded disposition

([22 VAC 40-705-130 A1](#)). Pursuant to [§ 63.2-1514](#) of the Code of Virginia, the local department shall report all unfounded case dispositions to the child abuse and neglect information system when disposition is made.

4.9.4.1 Purge unfounded disposition after three years

([§ 63.2-1514 B](#) of the Code of Virginia) [continued] *The record of unfounded investigations that involved reports of child abuse or neglect shall be purged three years after the date of the complaint or report if there are no subsequent complaints or reports regarding the same child or the person who is the subject of the complaint or report within such three-year period.*

4.9.5 Retention period for investigations with founded disposition

([22 VAC 40-705-130 B](#)). Founded investigation

1. The local department shall report all founded dispositions to the child abuse and neglect information system for inclusion in the Central Registry pursuant to [§ 63.2-1515](#) of the Code of Virginia.
2. Identifying information about the abuser or neglecter and the victim child or children reported include demographic information, type of abuse or neglect, and date of the complaint.
3. The identifying information shall be retained based on the determined level of severity of the abuse or neglect pursuant to [22 VAC 40-705-110](#):
 - a. Eighteen years past the date of the complaint for all complaints determined by the local department to be founded as Level 1.
 - b. Seven years past the date of the complaint for all complaints determined by the local department to be founded as Level 2.
 - c. Three years past the date of the complaint for all complaints determined by the local department to be founded as Level 3.

4.9.5.1 LDSS to retain certain sexual abuse case records 25 years

The Code of Virginia [§ 63.2-1514 A](#) requires that all records related to founded cases of child sexual abuse involving injuries or conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child shall be maintained by the LDSS for a period of 25 years from the date of the complaint. All investigation records founded on or after July 1, 2010 for sexual abuse investigations level 1 shall be maintained by the LDSS 25 years from the date of the complaint. This retention timeframe will not be reflected in the Central Registry past the purge dates set out in [22 VAC 40-705-130](#).

4.9.6 Retention period for reports involving a child death

The record of a child fatality report, whether screened out, founded, or unfounded, should be maintained until the State Child Fatality Review Team has had an opportunity to review it. The Code of Virginia [§ 32.1-283.1 D](#) requires the LDSS to maintain these CPS records beyond the usual retention periods for CPS records. Contact the regional consultant if there is any question about retention of a specific record.

4.9.7 CPS statistical information

The child welfare information system provides non-identifying statistical information about the CPS program.

4.10 CPS Central Registry searches

It is the responsibility of the Department to maintain an child welfare information system for CPS and to respond to requests for searches of the Central Registry. Many organizations that work with children require a search of the Central Registry as a condition of employment. In addition, the Code of Virginia § [63.2-1515](#) requires the VDSS respond to requests to search the Central Registry for employment by the LDSS and local school boards.

4.10.1 Individual whose name is being searched must authorize the Central Registry search

([22 VAC 40-705-170 A](#)). The department will complete a search of the Central Registry upon request by a local department, upon receipt of a notarized signature of the individual whose name is being searched authorizing release of such information or a court order specifying a search of the Central Registry.

The required form, “Request for Search of the Child Protective Services (CPS Central Registry)”, with instructions, is located on the [VDSS webpage](#).

4.10.2 Name is found in Central Registry

([22 VAC 40-705-170 B](#)). When the name being searched is found in the Central Registry, the department shall contact the local department responsible for the investigation to verify the information.

VDSS will contact the LDSS and ask if the name is a match to their records. If the name is a match, the LDSS will be asked to verify that the client was notified of their appeal rights.

4.10.2.1 LDSS cannot verify that client was notified of appeal rights

If the LDSS cannot produce documentation that the client was notified of his appeal rights, the LDSS must review the case file. The LDSS must determine whether to retain or amend the founded disposition or to purge the complaint based on the documentation in the case record. The LDSS may consult the CPS Regional Specialist for assistance.

The LDSS must review the case record and notify the Central Registry Search Unit **within five working days**.

4.10.2.2 Written notification to abuser or neglector of disposition and appeal rights

If the LDSS cannot verify that the client was informed of his appeal rights **and** the LDSS determines that the founded disposition shall be maintained, the LDSS must inform the client of his right to appeal the founded disposition of abuse or neglect.

4.10.3 Notification of Central Registry search results

The VDSS will return the completed search form to the authorized agent named on the search request. If the individual's name is in the Central Registry, VDSS will also send a copy of this form to the individual whose name was searched and to the LDSS responsible for the name being entered into the Central Registry.

4.10.3.1 LDSS must release information to abuser or neglector upon request

If the individual contacts the LDSS regarding his name entry into the Central Registry, the LDSS shall provide the individual with the requested information and provide a copy of the appeal procedures to the individual.

4.10.3.2 Abuser or neglector may request appeal

If the individual decides to appeal the founded disposition or dispositions, then the LDSS must respond to the request for a local conference.

4.11 Appendix A: Forensic Interviews

Forensic interviewing has become an important component of many child protective services investigations. The following information has been taken from: [The Office of Juvenile Justice and Delinquency Prevention Bulletin—Child Forensic Interviewing: Best Practices \(2015\)](#) and [The Child Welfare Information Gateway Forensic Interviewing: A Primer for Child Welfare Professionals \(2017\)](#).

4.11.1 Definition of forensic interview

In [Child Forensic Interviewing: Best Practices](#), a child forensic interview is defined as:

“A forensic interview of a child is a developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse or exposure to violence. This interview is conducted by a competently trained, neutral professional utilizing research and practice-informed techniques as part of a larger investigative process.”

4.11.2 Forensic interviewing models

A variety of forensic interviewing models have been developed over the years. The forensic interviewing model used in a child protective services investigation will vary depending on the multidisciplinary protocol in the jurisdiction and the training of the interviewer. The following are some examples of nationally recognized forensic interviewing models:

- [American Professional Society on the Abuse of Child Practice Guidelines](#)
- [ChildFirst Forensic Interviewing Protocol](#)
- [CornerHouse Forensic Interview Protocol](#)
- [National Children’s Advocacy Center Forensic Interview Structure](#)
- [National Institute of Child Health and Human Development Forensic Interview Protocol](#)

All forensic interviewing models are based on three phases. The phases are:

- **Rapport-building phase:** Interviewer orients child to interview process, builds trusting relationship with child, and assesses child’s developmental capacity.
- **Substantive phase:** Interviewer gathers details of alleged abuse or neglect and explores alternate hypotheses.

- **Closure phase:** Interviewer answers child's questions, assesses child's post-interview needs, and completes the interview.

There are a number of variations among models. The most significant variations include:

- Interview structure.
- Instructions given to child.
- Type of questions used in the interview.

4.11.2.1 Question type

There is consensus that the majority of the questions used in a forensic interview should be open-ended to maximize the amount of information obtained through the child's free recall memory. Open-ended questions allow a child to describe their remembered experiences in their own words. Open-ended questions require more than one word answers and elicit the use of free narrative by the child. The use of open-ended questions prevents leading by the interviewer.

Sample open-ended questions include:

- "Tell me what you know about coming here today."
- "Tell me about things you like to do."
- "Tell me what happened."
- "Then what happened."

A forensic interviewer may also use recognition and cued recall questions, funneling questions, or option posing questions. The specific questions used by the interviewer will depend on the experience and training of the interviewer.

4.11.3 Forensic interviewer training

Forensic interviewers must complete specialized training in forensic interviewing to conduct forensic interviews. The training is intensive and requires the demonstration of skill proficiency. Many forensic interviewers complete advanced training in forensic interviewing and are trained in multiple models. Forensic interviewers associated with Child Advocacy Centers (CAC) may be required to participate in a peer review process as part of the CAC's accreditation.

VDSS offers scholarships for CPS workers and CPS supervisors to attend [ChildFirst Virginia Forensic Interview Training](#).

4.11.4 Forensic interview considerations

Each forensic interview will be a unique experience for both the child and the interviewer. Forensic interviewers must consider the following critical factors:

- **Child's age and development**—A child's age and developmental level affect their memory, comprehension, sense of time, linguistic capability, attention span, and perception of an event.
- **Suggestibility**—A forensic interviewer can have a suggestive impact on a child's memories based on their questions and presentation of information during the interview.
- **Culture**—A forensic interviewer must be attuned to cultural influences on event perception, memory formation, language, linguistic style, interaction with strangers, and values about privacy.
- **Trauma**—A child may display trauma symptoms during the forensic interview. The impact of the trauma may also impact the child's ability to recall the details of the event in a linear and detailed manner.
- **Number of interviews**—A child may need more than one forensic interview to make a full disclosure of the abuse or neglect; however, caution should be used when scheduling more than one forensic interview due to risk of the child making contradictory statements about the alleged abuse or neglect.
- **Timing**—A forensic interview should be scheduled and completed as quickly after the alleged incident of abuse or neglect as the child's physical or mental condition will permit and as soon as a multidisciplinary team response can be coordinated.
- **Bias**—A forensic interview can be influenced by the bias of the interviewer if the interviewer allows their own bias to influence the interview. Forensic interviewers should address a number of hypotheses during the interview rather than try to confirm or negate their preconceived hypothesis.

4.11.5 Setting and location

A forensic interview should be conducted in a neutral, objective, and safe setting. Many forensic interviews are conducted at [child advocacy centers](#). The physical appearance of the interview room should be "child-friendly." The interview room

Child and Family Services Manual C. Child Protective Services

should be equipped with audio visual equipment and provide the opportunity for members of the multidisciplinary team to observe the interview.

4.11.6 Documentation of forensic interview

Forensic interviews should be documented electronically. Electronic recordings can be audio, visual or both. Electronic recordings promote transparency by providing documentation of the actual exchange between the child and the interviewer and capturing the exact wording used by the child and interviewer. In addition, electronic video recordings capture all forms of the child's and interviewer's communication. Electronic recordings must be maintained in the LDSS case record.

4.11.7 Multidisciplinary teams

Forensic interviews may be an important part of a multidisciplinary approach to the coordinated response to child maltreatment. Members of the multidisciplinary team may be trained forensic interviewers. The use of multidisciplinary teams improves the investigative response and service delivery to children and families and is required by § [63.2-1503 J](#) of the Code of Virginia. See [Section 1, Introduction](#) for more information on multidisciplinary teams.

4.12 Appendix B: How to proceed with investigation when initial entry into the home is denied

4.12.1 Authority

The worker has the authority to enter the home if permitted to enter by a person who resides in the home.

4.12.2 Alleviate fear, anxiety, anger

The CPS worker should try to alleviate the fear and anxiety of the occupant, and/or defuse any anger. It is not appropriate to engage in a power struggle.

4.12.3 Alternatives to immediate entry

Should the CPS worker be denied entry, the CPS worker has several options:

- The CPS worker may suggest the occupant speak with them on the porch, deck, or in the yard, or even through the door, while at the same time acknowledging the feelings of the occupant (anger, fear, suspicion) in his reluctance to allow entry.
- The CPS worker may explain the law and the parameter of their responsibilities and mandates, and ask the occupant how the CPS worker may alleviate the skepticism or fear of the occupant so that then or in the future the CPS worker may be allowed to enter.
- The CPS worker may invite the occupant and any person of his choice (including an attorney) to meet with him first at the local DSS office, to further explain the CPS system.
- The CPS worker may suggest a first meeting at a neutral spot, such as a local fast-food restaurant, or other public place.
- The CPS worker may suggest a first meeting at a friend or family member's home, or a meeting in the occupant's home when a friend, neighbor, or family member is present.
- The CPS worker may suggest mediation with the occupant to negotiate entry.
- The CPS worker may contact his supervisor for direction.
- The CPS worker may follow up a denial of entry with a letter citing the Virginia Code responsibilities.

4.13 Appendix C: Guidelines for investigations where children are alleged to be present during the sale or manufacture of drugs

The intent of adding a clause to the definition of physical abuse, which was enacted by the General Assembly in 2004, is to give recognition to the danger for children when a caretaker exposes the child to the manufacture or sale of drugs. The additional language references Schedule I & II controlled substances, which include, but are not limited to heroin, cocaine, and methamphetamines. The Code of Virginia §§ [54.1-3446](#) and [54.1-3448](#) provides a list of Schedule I and II controlled substances.

There is reason to be concerned about both the safety of the child and the CPS worker when there is the possibility that a “meth lab” is on the premises. The vapors may attack mucous membranes and some chemicals may react with water or other chemicals to cause a fire or explosion.

Since these situations may be dangerous, it is imperative that the LDSS collaborate with local law enforcement and emergency services. CPS should not be the first on the scene if there is reason to believe someone may be manufacturing drugs on the premises. The following is a sample protocol developed by a locality in North Carolina that has experienced a large number of “meth lab” situations. It is offered for your consideration in developing your own local protocol.

Response Protocol For Children Found In Clandestine Drug Lab Situations Adopted by the Watauga County (North Carolina) Drug Endangered Child Program on April 2, 2004

1. In the event that a Clandestine Lab is about to be raided and there is a possibility of children in the residence, law-enforcement will contact the Watauga County Department of Social Services (DSS) to begin preparations for responding to the scene if children are found.
2. Watauga County DSS will place two service workers on standby prepared to respond to the scene if a lab is found and children are present.
3. After law enforcement verifies a lab is found in a residence and children are present, they will then contact Watauga County DSS to respond to the scene. Watauga County DSS will respond immediately.
4. Watauga County DSS will contact the Watauga County Fire Marshal's Office to report to the scene to assist in assessing for the need of on-site decontamination of the children.
5. The Watauga County Fire Marshal and Watauga County DSS will determine if decontamination on scene is needed by using The Decontamination Field Assessment.

Child and Family Services Manual**C. Child Protective Services**

- 5A. If decontamination is needed on the scene for the children, the Watauga County Fire Marshal will coordinate the needed procedures based on where the scene is in the county.
6. If decontamination is needed on scene and possibly if not needed Watauga County DSS will provide a change of clothes for the child.
7. Watauga County DSS will make a determination of whether a child needs to be placed into protective custody or if a placement with a safety agreement can be used.
- 7A. Placement in the home where a lab was found cannot occur under any circumstance until the home is cleaned, tested, and decontaminated using State prepared guidelines.
- 7B. Due to contamination concerns, the child will not be allowed to have contact with any item that was in the home where a meth lab was found.
8. After decontamination has been assessed or done, the child will be transported to Watauga Medical Center for evaluation. Watauga County Medical Center requires decontamination at the emergency room prior to the child entering the hospital. Transportation will be provided either by Watauga County DSS, relative, or EMS (if there is a medical concern). The transportation concern will be assessed on a case-by-case basis.
- 8A. If the child is located at the scene and has been in the home within the past 72 hours or is displaying medical concerns, the child does need to be taken to Watauga Medical Center for first or secondary decontamination and evaluation.
- 8B. If the child has not been in the home where the meth lab was located within the past 72 hours, the child can be taken to their pediatrician for evaluation. This step would be used in cases where the child was not found at the scene but was known to be living there and cases where the child has been out of the home for 72 hours. Also, this step would be used in cases where children were found to be in the home with the lab but were unknown at the time the meth lab was found and 72 hours has passed.
- 8C. Someone with legal custody must be present at the emergency room or pediatrician office to sign for medical checks to be done. If parents are arrested then DSS may have to take custody to authorize medical evaluations.
9. Watauga County DSS will provide the physician at the Medical Center being used with a copy of the Medical Protocol developed by the Drug Endangered Child Program.

Child and Family Services Manual**C. Child Protective Services**

9A. Service workers will need to make sure they get a copy of the Medical Protocol back after evaluations have completed. With each test that has been completed, document on the form. This is done so that service workers can provide information at the follow-up evaluations as to what testing was done for comparison data.

9B. All drug testing evidence will follow the chain of custody between physician/medical office and the drug testing lab they use.

10. After the child is released from the medical center, the following steps will take place:

10A. If DSS is not taking custody and using a Safety Plan, a service worker will need to go to the placement resource and conduct the Kinship Care Assessment before allowing the child to stay there. This will also be done if DSS takes custody and places the child with a relative. Service Workers will explain to the foster placement all of the details as to what the child have been through. Service workers will also explain all the items that will be taking place in the future.

10B. If DSS takes custody of the child and is not using a relative placement, the foster placement will be decided at this time. Service Workers will explain to the foster placement all of the details as to what the child have been through. Service Workers will also explain all the items that will be taking place in the future.

11. Watauga County DSS accepts all cases where children are alleged to be in homes with meth labs as abuse. As soon as possible, Watauga County DSS will submit written notification to the District Attorney (a report of abuse).

12. Other steps that will be taken are:

- All the child's belongings will be replaced to protect from repeated contamination.
- The child will receive counseling services either through Individual Counseling, Family Counseling, or Family Preservation. Determination of which or all of the services to be used will be made on a case-by-case basis.
- The parents involved in meth lab production with their children present will take part in a Meth Lab Hazard Training provided by the Watauga County Fire Marshal. This needs to be done prior to any Substance Abuse Assessment.
- The parents will be required, whether they are incarcerated or not, to take part in a complete Substance Abuse Evaluation and follow all recommendations. If possible, it is preferred that there be a Family Substance Abuse Assessment that includes the children. Use of the Family Substance Abuse Assessment will be determined based on relationship between child and parent and the age of the child.

Child and Family Services Manual**C. Child Protective Services**

- Parents will have to take part in drug screens at DSS request and at the Substance Abuse Treatment provider's request.
- Children age three (3) and under will need to have Developmental Evaluations performed.
- The child will need a follow-up medical evaluation at or around 30 days from the initial evaluation that was completed. At this evaluation, hair samples will be taken if urine screens were negative at the initial medical evaluation.

Members of the response team:

Watauga County Department of Social Services
Watauga County Sheriff's Department
New River Behavioral Health Care Substance Abuse Services
New River Behavioral Health Care Family Preservation
Watauga County Schools
The Watauga County Developmental Evaluation Center
New River Behavioral Health Care PACT Program
Blue Ridge Pediatric Clinic
Northwestern Housing HUD
Watauga County Office of Juvenile Justice
Watauga County Fire Marshal
Mountain Times Newspaper
Watauga County District Attorney's Office
Watauga County Medical Center Emergency Room Staff
Watauga County Medical Center Infectious Disease Control
Watauga County EMS
Watauga County Health Department Early Childhood Intervention
Watauga County Health Department of Environmental Sciences
The Guardian ad Litem Program
Watauga County Foster Parents Representatives
Forensic Toxicologist Dr. Andrew Mason

4.14 Appendix D: Initial Screening Assessment

AOD SCREENING TOOL: CAGE-AID

(CAGE is derived from the four questions of the tool: Cut down, Annoyed, Guilty and Eye-opener. CAGE-AID is the CAGE instrument and is Adapted to Include Drugs)

Ask:

- Have you ever felt you ought to cut down on your drinking or drug use?
- Have people annoyed you by criticizing your drinking or drug use?
- Have you felt bad or guilty about your drinking or drug use?
- Have you ever had a drink or used drugs first thing in the morning to steady your nerves or get rid of a hangover or to get the day started?

A “yes” answer to any of these questions indicates the probable need to refer for a more in-depth evaluation of drug and/or alcohol use.

4.15 Appendix E: Safety and Risk Field Guide

This form can be downloaded and printed (double- sided) at the [VDSS internal website](#):

RISK FACTORS

<p style="text-align: center;"><u>Caretaker</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> History of childhood maltreatment <input type="checkbox"/> History of mental health issues <input type="checkbox"/> History of substance abuse <input type="checkbox"/> History of criminal activity (adult or juvenile) <input type="checkbox"/> Domestic violence incidents in past year <input type="checkbox"/> History of prior CPS ; ongoing or foster care services 	<p style="text-align: center;"><u>Child</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Developmental or physical disability <input type="checkbox"/> Medically fragile or failure to thrive <input type="checkbox"/> Substance exposed newborn <input type="checkbox"/> Delinquency <input type="checkbox"/> Mental health or behavioral problem <input type="checkbox"/> Prior injury as result of abuse or neglect
<p style="text-align: center;"><u>Caretaker and Child</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Blames child <input type="checkbox"/> Justifies maltreatment 	<p style="text-align: center;"><u>Other</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Housing is unsafe <input type="checkbox"/> Family is homeless

<ul style="list-style-type: none"> <input type="checkbox"/> Provides insufficient emotional or psychological support <input type="checkbox"/> Uses excessive or inappropriate discipline <input type="checkbox"/> Domineering <input type="checkbox"/> Provides physical care inconsistent with child needs 	
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SAFETY FACTORS

<ul style="list-style-type: none"> <input type="checkbox"/> Caretaker caused or threatened serious physical harm <input type="checkbox"/> Caretaker has previously abused child AND the severity of the maltreatment or the caretaker response to the previous incident AND current circumstances suggest immediate concern <input type="checkbox"/> Caretaker fails to protect child from serious physical harm or threatened harm by others <input type="checkbox"/> Caretaker's explanation for the injury is questionable or inconsistent with the type of injury, and the nature of injury suggests child safety may be immediate concern <input type="checkbox"/> The family is refusing access to the child, there is reason to believe that the family is about to flee, or child's whereabouts cannot be ascertained 	<ul style="list-style-type: none"> <input type="checkbox"/> Caretaker fails to meet the child's immediate needs for food, clothing, shelter and/or medical and/or mental health care <input type="checkbox"/> Child's physical living conditions are hazardous and immediately threatening <input type="checkbox"/> Caretaker's substance abuse is currently and seriously affecting ability to supervise, protect or care for child <input type="checkbox"/> Caretaker's behavior towards the child is violent and out of control <input type="checkbox"/> Caretaker describes or acts towards the child in predominantly negative terms or has unrealistic expectations and this has a major impact on the child. <input type="checkbox"/> Child sexual abuse is suspected and circumstances suggest child safety is an immediate concern
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<ul style="list-style-type: none"><input type="checkbox"/> Child is fearful of caretaker, other family members, or people living in or having access to the home <input type="checkbox"/> Caretaker fails to provide supervision necessary to protect child from potentially serious harm	<ul style="list-style-type: none"><input type="checkbox"/> Caretaker's physical, intellectual, or mental health seriously affects his/ her current ability to supervise, protect , or care for the child
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Child and Family Services Manual C. Child Protective Services

PROTECTIVE CAPACITIES OF CAREGIVERS

Cognitive Protective Capacities	Behavioral Protective Capacities	Emotional Protective Capacities
<ul style="list-style-type: none"> <input type="checkbox"/> Plans and articulates a plan to protect child <input type="checkbox"/> Aligned with the child <input type="checkbox"/> Adequate knowledge to fulfill care giving responsibilities and tasks. <input type="checkbox"/> Reality orientated; perceives reality accurately <input type="checkbox"/> Has accurate perceptions of the child <input type="checkbox"/> Understands their protective role <input type="checkbox"/> Self-aware 	<ul style="list-style-type: none"> <input type="checkbox"/> History of protecting others <input type="checkbox"/> Takes action to correct problems or challenges <input type="checkbox"/> Demonstrates impulse control <input type="checkbox"/> Physically able <input type="checkbox"/> Demonstrates adequate skill to fulfill care giving responsibilities <input type="checkbox"/> Possesses adequate energy. <input type="checkbox"/> Sets aside their needs in favor of a child <input type="checkbox"/> Adaptive <input type="checkbox"/> Assertive <input type="checkbox"/> Uses resources necessary to meet the child's basic needs <input type="checkbox"/> Emotionally supports the child 	<ul style="list-style-type: none"> <input type="checkbox"/> Able to meet own emotional needs <input type="checkbox"/> Emotionally able to intervene to protect child <input type="checkbox"/> Resilient <input type="checkbox"/> Tolerant <input type="checkbox"/> Displays concern for the child and the child's experience and is intent on emotionally protecting the child <input type="checkbox"/> Strong bond with child and is clear that the number one priority is the well-being of the child <input type="checkbox"/> Expresses love, empathy and sensitivity toward the child; experiences empathy with the child's perspective and feelings

4.16 Appendix F: Additional resources for conducting a family assessment

4.16.1 Six Principles of Partnership

Source: Appalachian Family Innovations. (2003). Partners in change: A new perspective on child protective services (curriculum). Morganton, NC: Author.

- **Everyone desires respect**

This principle is based on the idea that all people have worth and recognizes everyone's right to self-determination, to make their own decisions about their lives. Acceptance of this principle leads one to treat clients with respect and to honor their opinions and world view. True partnership is impossible without mutual respect.

- **Everyone needs to be heard**

This principle is based on Covey's "seek first to understand" and is accomplished primarily through empathic listening. While empathic listening looks very much like active or reflective listening, what differentiates it is the listener's motivation. Active and reflective listening are techniques that are often used to manage or manipulate someone's behavior so that the listener can advance his own agenda. Empathic listening is motivated by the listener's desire to truly understand someone's point of view—to enter someone's frame of reference—without a personal agenda. When one feels heard and understood, defensiveness and resistance are unnecessary, and solutions can be sought.

- **Everyone has strengths**

This principle recognizes that all people have many resources, past successes, abilities, talents, dreams, etc. that provide the raw material for solutions a future success. As "helpers" we become involved with people because of their problems; these problems then become a filter that obscures our ability to see strengths. Acceptance of this principle doesn't mean that one ignores or minimizes problems; it means that one works hard to identify strengths as well as problems so that the helper and the client have a more balanced, accurate, and hopeful picture.

- **Judgments can wait**

This principle recognizes that once a judgment is made, one's tendency is to stop gathering new information or to interpret in light of the prior judgment. Therefore, since a helper's judgments can have an immense impact on a client's life, it is only fair to delay judgment as long as possible, then to hold it lightly, while remaining open to new information and willing to change one's mind. Acceptance of this principle does not

Child and Family Services Manual C. Child Protective Services

mean that decisions regarding safety cannot be made quickly; it simply requires that ultimate judgments be very well considered.

- **Partners share power**

This principle is based on the premise that power differentials create obstacles to partnership. Since society confers power upon the helper, it is the helper's responsibility to create a partnership with a client, especially those who appear hostile, resistant, etc. Clients do not owe us their cooperation: we must earn it.

- **Partnership is a process**

This principle recognizes that each of the six principles is part of a greater whole. While each has merit on its own, all are necessary for partnership. Each principle supports and strengthens the others. In addition, this principle acknowledges that putting the principles into practice consistently is hard. Acceptance of the principles is not enough; it requires intention and attention to practice the principles.

Additional information on the six principles of partnership can be found [here](#).

4.16.2 Rules of engagement

Source: Adapted from Smith, C., White, P. & Comer, D. (2006) Cornerstone III: Self-study guide for family assessment. [Appalachian Family Innovations](#).

- **Families are more than the problem that brought them into the system**
 - Let the family tell you their "story"
 - Search for competence
 - Focus on past success
 - Elicit strengths
 - Look for exceptions
- **Understand the effort and investment that it takes for a family to participate in the helping process**
 - Demonstrate empathy, optimism and humor
 - Provide a nurturing environment
 - Give and encourage positive feedback

- Take baby steps
- **Have a sincere interest in supporting positive change for the family**
 - Clarify "who, what, when, where, how and why"
 - Look for opportunities for change
 - Demonstrate flexibility

Child and Family Services Manual C. Child Protective Services**4.17 Appendix G: Sample Letters for Extensions**

4.17.1 Extension to 60 days for investigations**DATE****ALLEGED ABUSER
ADDRESS**Dear **ALLEGED ABUSER**:

Although responses to Child Protective Services reports should be completed within 45 days, this timeframe can be extended an additional 15 calendar days when necessary in accordance with **§63.2-1505 B5 (INVESTIGATION)** of the Code of Virginia. We have determined that such an extension is needed in the **INVESTIGATION** being conducted with you and you are hereby notifying you that the new completion date is __/__/____, which is 60 days from the date the report was received.

This extension is required for the following reason: **INSERT REASON FOR EXTENSION.**

If you have any questions regarding this notification, you may contact me at (____) ____-____.

Sincerely,

**CPS WORKER NAME
CPS SUPERVISOR NAME****4.17.2 Extension to 90 days****DATE****ALLEGED ABUSER
ADDRESS**Dear **ALLEGED ABUSER**:

Although responses to Child Protective Services reports should be completed within 45 days, this timeframe can be extended an additional 45 calendar days when

Child and Family Services Manual C. Child Protective Services

conducting an investigation in cooperation with a law enforcement agency in accordance with §63.2-1505 B5 of the Code of Virginia. We have determined that such an extension is needed in the investigation being conducted with you. We are hereby notifying you that the new completion date is __/__/____, which is 90 days from the date the report was received.

If you have any questions regarding this notification, you may contact me at (____)____-_____.

Sincerely,

CPS WORKER NAME

CPS SUPERVISOR NAME

4.18 Appendix H: Sample Letters for Investigations

4.18.1 Unfounded, alleged abuser

DATE

**ALLEGED ABUSER
ADDRESS**

Dear **ALLEGED ABUSER**:

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which you were named as the alleged abuser/neglector. The report was made on **INSERT REFERRAL DATE** in reference to **CHILD(REN) NAMES**. The allegation(s) investigated pertained to **(choose all appropriate) PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; MENTAL ABUSE/NEGLECT**. As a review of the facts did not show a preponderance of evidence that abuse or neglect occurred, we have determined the report to be unfounded. The person who made the report, if known, has been informed of this finding.

Unfounded investigations are kept for *three years* from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector pursuant to §63.2-1514 B of the Code of Virginia. You may request in writing to have the records of this investigation maintained for a period of time not to exceed two years pursuant to §63.2-1514 B of the Code of Virginia.

You have the right to petition the court to obtain the identity of the reporter if you believe the report was made in bad faith or maliciously pursuant to §63.2-1514 D of the Code of Virginia. If the court determines the report was made maliciously, you may present court documents to this agency and request all case records regarding this report be purged immediately.

IF THE INVESTIGATION WAS A CHILD FATALITY, ADD:

This investigation involved the death of a child, therefore, the record will be retained for the longer of 12 months or until the State Child Fatality Review Team has completed its review of the case pursuant to § 32.1-283.1 D of the Code of Virginia.

IF THE INVESTIGATION INVOLVED A MILITARY DEPENDENT CHILD, ADD:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the Family Advocacy Program representative of the United States Armed Forces if the victim child

is a dependent of an active duty military personnel or a member of their household of this unfounded disposition.

If you have any questions or if this agency can be of further assistance, please contact me at (____)____-____.

Sincerely,

CPS WORKER NAME
CPS SUPERVISOR NAME

4.18.2 Unfounded, complainant

DATE

COMPLAINANT
ADDRESS

Dear **COMPLAINANT**:

Thank you for contacting child protective services regarding **CHILD(REN) NAME** on **DATE RECEIVED**. We have investigated the situation and determined that a review of the facts did not show a preponderance of evidence that abuse or neglect occurred and; therefore, have determined the report to be unfounded. This does not necessarily mean abuse or neglect did not occur, but that there was not sufficient evidence to warrant a founded disposition. Although a report is determined to be unfounded, we may still provide services to the family.

Records of unfounded investigations are kept for *three years* from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector pursuant to §63.2-1514 B of the Code of Virginia. The alleged abuser/neglector may request the record be maintained an additional year.

IF THE INVESTIGATION WAS A CHILD FATALITY, ADD:

This investigation involved the death of a child, therefore, the record will be retained for the longer of 12 months or until the State Child Fatality Review Team has completed its review of the case pursuant to § 32.1-283.1 D of the Code of Virginia.

Thank you for your concern in this matter and caring enough about children to call us. If you have any additional concerns about a child, please contact this agency at (____)____-____ or the Virginia Child Abuse and Neglect Hotline at 1-800-552-7096.

Sincerely,

CPS WORKER NAME
CPS SUPERVISOR NAME

4.18.3 Unfounded, non-custodial parent or legal guardian

DATE

**NON-CUSTODIAL PARENT, PARENTS, LEGAL GUARDIAN
ADDRESS**

Dear **NON-CUSTODIAL PARENT, PARENTS, LEGAL GUARDIAN:**

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which **CHILD(REN) NAMES** were listed as the alleged victim(s). The allegation(s) investigated pertained to **(choose all appropriate) PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; MENTAL ABUSE/NEGLECT** by **ALLEGED ABUSER NAME(S)**. As a review of the facts did not show a preponderance of evidence that abuse or neglect had occurred, the report was determined to be unfounded.

Records of unfounded investigations are kept for *three years* from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector pursuant to §63.2-1514 B of the Code of Virginia. The alleged abuser/neglector may request the record be maintained an additional year.

IF THE INVESTIGATION WAS A CHILD FATALITY, ADD:

This investigation involved the death of a child, therefore, the record will be retained for the longer of 12 months or until the State Child Fatality Review Team has completed its review of the case pursuant to § 32.1-283.1 D of the Code of Virginia.

IF THE INVESTIGATION INVOLVED A MILITARY DEPENDENT CHILD, ADD:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the Family Advocacy Program representative of the United States Armed Forces if the victim child

Child and Family Services Manual C. Child Protective Services

is a dependent of an active duty military personnel or a member of their household of this unfounded disposition.

If you have any questions or if this agency can be of further assistance, please contact me at (____)____-____.

Sincerely,

CPS WORKER NAME
CPS SUPERVISOR NAME

4.18.4 Founded,alleged abuser

DATE

ALLEGED ABUSER
ADDRESS

Dear **ALLEGED ABUSER**:

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which you were named as the alleged abuser/neglector. The report was made on **INSERT REFERRAL DATE** in reference to **CHILD(REN) NAMES**. After a thorough investigation and review with my supervisor, we have made a disposition of Founded, **(pick one) LEVEL ONE, TWO or THREE** for **(pick all that apply) PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; OR MENTAL ABUSE/NEGLECT. (IF MORE THAN ONE TYPE OF ABUSE/NEGLECT OR DIFFERENT LEVELS, ADD SENTENCE FOR EACH; CAN ALSO INCLUDE ANY UNFOUNDED DISPOSITIONS IN SAME LETTER)** "Founded" means that a review of the facts shows by a preponderance of the evidence that child abuse and/or neglect has occurred.

(CHOOSE ONE OF THE FOLLOWING)

A level ONE includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child. **OR** A level TWO includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child. **OR** A level THREE includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in minimal harm to a child.

The parents of the victim child(ren) if not you, have been informed of this disposition. The person who made the report has been advised it is complete and necessary actions have been taken.

(CHOOSE ONE OF THE FOLLOWING)

As a result of this disposition, your name and the child's name will be placed in the Virginia Child Abuse and Neglect Central Registry based on the level that was assessed. For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. **OR** For founded investigations, level two, names and records are kept for 7 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. **OR** For founded investigations, level three, names and records are kept for 3 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector.

OR IF THE INVESTIGATION WAS SEXUAL ABUSE, LEVEL ONE

For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. Because this investigation involved serious sexual abuse of a child the investigation record shall be maintained by this agency for 25 years past the date of the complaint pursuant to §63.2-1514 A of the Code of Virginia; however, this retention time will not be reflected in the Central Registry past the purge date of 18 years.

Pursuant to §63.2-1526 of the Code of Virginia, you have the right to appeal this decision. A request to appeal this decision must be made in writing to the director of this agency within thirty (30) days of receipt of this notification. The enclosed brochure, entitled "Child Protective Services Appeals and Fair Hearings" explains the appeals process in more detail. Upon written request, you also have the right receive all information used in making this determination except the name of the complainant and any information that would endanger the safety of any child. Additionally, if you have been charged criminally for the same conduct involving the same child as in this investigation, the appeal process shall be stayed until completion of all criminal prosecution. Your right to access the records of this investigation is also stayed. *Furthermore, if a criminal investigation is filed or commenced against you for the same conduct involving the same child as in this investigation, the appeal process and right to access the investigative record shall be stayed until the investigation is completed or 180 days have lapsed since your request for an appeal, whichever occurs first. A*

written request to appeal this decision must still be submitted within thirty (30) days of receipt of this notification even if there are criminal charges or a criminal investigation.

Pursuant to §63.2-1505 of the Code of Virginia, if you are a full-time, part-time, permanent, or temporary employee in a school division located within the Commonwealth, we are required to notify the local school board of this founded disposition. If you hold a license issued by the Virginia Department of Education we are required to notify the Superintendent of Public Instruction *at the time of disposition*.

IF THE INVESTIGATION INVOLVED A MILITARY DEPENDENT CHILD, ADD:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the Family Advocacy Program representative of the United States Armed Forces if the victim child is a dependent of an active duty military personnel or a member of their household of this founded disposition.

If you have any questions, please contact me at (____)____ - ____.

Sincerely,

CPS WORKER NAME

CPS SUPERVISOR NAME

4.18.5 Founded, complainant

DATE

COMPLAINANT

ADDRESS

Dear **COMPLAINANT**:

Thank you for contacting child protective services regarding **CHILD(REN) NAME** on **DATE RECEIVED**. Each report we receive is important and a thorough investigation has been completed. Necessary actions have been taken as a result of this report.

Thank you for your concern in this matter and caring enough about children to call us. If you have any additional concerns about a child, please contact this agency at (____)____ - ____ or the Virginia Child Abuse and Neglect Hotline at 1-800-552-7096.

Sincerely,

CPS WORKER NAME
CPS SUPERVISOR

4.18.6 Founded, non-custodial parent or legal guardian

DATE

NON-CUSTODIAL PARENT, PARENTS, LEGAL GUARDIAN

ADDRESS

Dear **NON-CUSTODIAL PARENT, PARENTS, LEGAL GUARDIAN:**

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which **CHILD(REN) NAMES** were listed as the alleged victim(s). The allegation(s) investigated pertained to (choose all appropriate) **PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; MENTAL ABUSE/NEGLECT by ALLEGED ABUSER NAME(S)**. After a thorough investigation and review with my supervisor, we have made a disposition of Founded, (**pick one**) **LEVEL ONE, TWO or THREE** for (**pick all that apply**) **PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; OR MENTAL ABUSE/NEGLECT. (IF MORE THAN ONE TYPE OF ABUSE/NEGLECT OR DIFFERENT LEVELS, ADD SENTENCE FOR EACH; CAN ALSO INCLUDE ANY UNFOUNDED DISPOSITIONS IN SAME LETTER)** "Founded" means that a review of the facts shows by a preponderance of the evidence that child abuse and/or neglect has occurred.

(CHOOSE ONE OF THE FOLLOWING)

A level ONE includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child. **OR** A level TWO includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child. **OR** A level THREE includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in minimal harm to a child.

The alleged abuser has been informed of this disposition. The person who made the report has been advised it is complete and necessary action has been taken.

(CHOOSE ONE OF THE FOLLOWING)

As a result of this disposition, the child's name will be placed in the Virginia Child Abuse and Neglect Central Registry based on the level that was assessed. For

founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. **OR** For founded investigations, level two, names and records are kept for 7 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. **OR** For founded investigations, level three, names and records are kept for 3 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector.

OR IF THE INVESTIGATION WAS SEXUAL ABUSE, LEVEL ONE

For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. Because this investigation involved serious sexual abuse of a child the investigation record shall be maintained by this agency for 25 years past the date of the complaint pursuant to §63.2-1514 A of the Code of Virginia; however, this retention time will not be reflected in the Central Registry past the purge date of 18 years.

Pursuant to §63.2-1526 of the Code of Virginia, the alleged abuser has the right to appeal this decision. A request to appeal this decision must be made in writing to the director of this agency within thirty (30) days of receipt of the notification. Upon written request, you also have the right to receive all information about your child(ren) contained in the case record. Additionally, if there are criminal charges for the same conduct involving the same child as in this investigation, the appeal process shall be stayed until completion of all criminal prosecution. Furthermore, if a criminal investigation is filed or commenced against the alleged abuser or neglecter for the same conduct involving the same child as in this investigation, the appeal shall be stayed until the investigation is completed or 180 days have lapsed since the request for the appeal, whichever occurs first. Your right to access the record is also stayed during these time periods.

Pursuant to §63.2-1505 of the Code of Virginia, if the alleged abuser is or was at the time of the report a full-time, part-time, permanent, or temporary employee in a school division located within the Commonwealth, we are required to notify the local school board of this founded disposition. If the alleged abuser holds a license issued by the Virginia Department of Education we are required to notify the Superintendent of Public Instruction at the time of disposition.

IF THE INVESTIGATION INVOLVED A MILITARY DEPENDENT CHILD, ADD:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the Family Advocacy Program representative of the United States Armed Forces if the victim child

is a dependent of an active duty military personnel or a member of their household of this founded disposition.

If you have any questions or if this agency can be of further assistance, please contact me at (____)____-____.

Sincerely,

CPS WORKER NAME

CPS SUPERVISOR NAME

Child and Family Services Manual C. Child Protective Services**4.19 Appendix I: Human Trafficking of Children Indicators and Resources**

This information is for CPS workers to assist in understanding human trafficking and identifying children who are victims.

Trafficking of children is generally understood to be:

- The recruitment, harboring, transportation, provision, obtaining, patronizing or soliciting of a child for labor or services through the use of force, fraud, or coercion.
- Trafficking victims may be smuggled into and within the U.S., arrive with a legitimate visa or be U.S. citizens.

Possible indicators of trafficking:

- The child:
 - Shows evidence of physical, mental, or sexual abuse;
 - Cannot or will not speak on own behalf and/or is non-English speaking;
 - Is not allowed to speak to you alone;
 - Is being controlled;
 - Does not have access to identity and/or travel documents;
 - Works unusually long hours and is unpaid or paid very little;
 - Will not cooperate (e.g., gives you wrong information about identity and living situation);
 - Is not in school or has significant gaps in schooling;
 - Has a heightened sense of fear and distrust of authority; or
 - Has engaged in prostitution or commercial sex acts.
- Interview Considerations:
 - Building trust is high priority.
 - Reassure the child that:
 - You are there to help and that you care about them.

Child and Family Services Manual**C. Child Protective Services**

- Your primary goal is not to have them arrested, incarcerated, or placed into foster care.
- Use an interpreter if the victim does not speak fluent English.
 - Do not use children, adults, neighbors or friends who are present at the scene to interpret.
 - Make sure the interpreter is not allied with the trafficker.
 - Make sure the interpreter understands trafficking.
 - Understand how to work with interpreters and that it can be a slow process that requires word for word interpretation (not summaries).
- It is rare for child victims of human trafficking to identify themselves as being trafficked. More often than not, victims will present to the LDSS or service providers due to another form of abuse, neglect, or abandonment. They are not likely to know what the term “trafficked” means.
- If you suspect a child is a victim of human trafficking, it is important that the child be interviewed privately and that the suspected trafficker(s) not be present, because during the interviewing process, the trafficker(s) may try to intimidate the child or not allow the child to speak for themselves. Question the child from an unbiased and non-judgmental point of view. Doing otherwise could discourage them from being truthful or seeking help from the LDSS, service providers or law enforcement.
- Remember:
 - The child may be frightened of threats or retribution by the trafficker when the authorities get involved. The child may also fear being taken from familiar people or places.
 - The child could be embarrassed and ashamed by the work they were forced to do and the abuse they endured.
 - The child’s cultural norms may make talking to you or about these experiences very difficult.
- Know that it may take several interviews to establish trust and a long time to determine if a child has been trafficked. Do not expect to receive the full and honest story during the first interview.
- Be sensitive to cultural and religious differences and seek help to understand them prior to the interview. Avoid technical terminology and be familiar with appropriate “street terms” to help build trust.

Child and Family Services Manual C. Child Protective Services

- Be aware that the child's parent or caregiver may also be the child's trafficker and that the trafficker may lie and say he/she is the child's parent or caregiver.
- Remember that every trafficking case is different.

4.19.1 Additional questions to consider and other information to gather

The following chart shows some questions to consider asking and additional information that can be gathered when assessing a situation for human trafficking.

QUESTIONS TO CONSIDER	OTHER INFORMATION
<p>Living Environment</p> <p>Asking where the child lives (bathes, eats and sleeps), as well as his or her family situation can reveal a great deal. Ask the child to show you where they sleep, eat, bathe, play, go to school, or work. In addition, the child's ability to leave the home and play, as well as visit friends will also indicate levels of control and possible trafficking.</p>	<p>The child's "home" environment likely will lack personal effects, or the child's "room" will be shabby, small and different from the rest of the house. His/her bed may be crammed in small spaces with other cots or sleeping pallets. No or few toys will be present.</p> <p>The yard may be fenced and access to phones denied.</p> <p>The child may be forced to live in the same place he/she works (such as behind a restaurant, in a motel with other workers, etc.)</p> <p>The child may not know where he/she is living because the traffickers might lie to the child about their whereabouts, move them around or may isolate them so they cannot establish relationships and get help.</p> <p>Traffickers severely restrict the child's movements and ability to contact anyone, play with other children and develop friendships or speak to anyone. Even if allowed to leave the home, the child is likely afraid to escape because of the trafficker's threats and control.</p>

<p>State of Mind</p> <p>Asking about threats to the child or child's family can be important, as is determining if the child has been hit, or otherwise harmed as punishment or as a way to deter the child from running away and complying with the trafficker's demands.</p>	<p>Traffickers may threaten to have the child deported or arrested if he/she tries to leave, call the police or disobey the rules. Traffickers often use violent retribution when a child disobeys. They may harm the child physically or mentally, e.g., by threatening to hurt them or their family members if they try to leave the trafficker. The child may be scared to leave because the trafficker has identification/immigration documents or the child knows he/she is not in the U.S. legally. The child may also have been told by parents to obey the trafficker, to work and to send money home. The trafficker may deny and minimize any information given by the child regarding harm or force. The trafficker may say that they have the child's or parent's consent to work or be in Virginia.</p>
<p>School and Work</p> <p>Asking questions about daily routines can help paint the picture – school, or in the alternative, work will help you to understand if the child is being trafficked. Asking about any money they owe the “boss” or if they get paid can also provide key information.</p> <p>Note: Younger children may not understand issues like “owing a debt” or who is their boss. These areas may only be appropriate for older children.</p>	<p>Child victims of trafficking typically do not attend school. When they do go to school, they may appear underfed, may wear badly worn or dirty clothes, or may appear shy or frightened. They may also have a history of truancy or of acting out, be aggressive, depressed or have disciplinary referrals.</p> <p>Child victims often are forced to work to pay off their “debt” rather than attend school. Any money that the child earns is usually deducted from the debt that the traffickers say they owe. This debt often includes payment for travel expenses, clothing, food, and/or rent. The cost of these items is usually exaggerated by the trafficker. Investigators should note how many hours per day or week the child works, how or if they are compensated, and if they receive their earnings directly or via their employer or someone else. The trafficker may deny that the child is being forced to work, commit commercial sex acts or may claim that the child's wages are being sent home to help his/her family.</p>

Other considerations

Where the child's family lives, their birthplace, how they arrived in the U.S. and/or Virginia are ways to find out if the child has been tricked, sold or is being trafficked.

Asking about immigration status can be threatening and is not recommended to do at the beginning. A child may not know details about passports and other identification papers either.

Children are often transported across international and/or state borders as well as within a state. The child may be abducted but often is recruited with the promise of getting a job, going to school, reuniting with family or having basic needs met (such as shelter). Children come with the hope they can work to help their impoverished families. Parents may sell their children or unwillingly give them over to the care of a trafficker who promises to give the children an education, raise them and give them work. Once in the hands of the trafficker, children may be often forced or coerced into working or forced to work off a travel "debt". Immigration and identification documents may be held by the child's trafficker or employer to deter escape. Traffickers can be relatives, friends, or other individuals. They may also be from the same ethnic background. There is always a risk that any adult present may be the trafficker or allied with them. The trafficker may pose as a relative or may actually be related to the child. During the interview process, they may try to intimidate the child or speak for the child. If trafficking is suspected the child should be interviewed without the suspected trafficker.

What to do if you suspect or discover that a child is trafficked:

- **Call 911** if there is **immediate danger** or a medical emergency.
- If you suspect human trafficking, **contact local law enforcement**. You may call the U.S. Department of Justice at 1-888-428-7581

Additional resources include:

- [Virginia Child Protection Newsletter: Spring 2015 Volume 102.](#)
- [VDSS public website.](#)
- [The Polaris Project.](#)

Child and Family Services Manual**C. Child Protective Services**

- The [National Human Trafficking Resource Center](#), 1-888-373-7888.
- The [VDSS Office of Newcomer Services](#).
- The [Virginia Department of Criminal Justice Services](#).
- [Human Trafficking Screening Tool \(HTST\)](#).
- [Human Trafficking and Child Welfare: A Guide for Child Welfare Agencies](#), Child Welfare Information Gateway.
- [Human Trafficking and Child Welfare: A Guide for Caseworkers](#), Child Welfare Information Gateway.
- [What You Need to Know about Sex Trafficking and Sexual Exploitation—A Training Tool for Child Protective Services](#), Arizona State University School of Social Work Office of Sex Trafficking Intervention Research.
- [Building Child Welfare Response to Child Trafficking](#), Center for the Human Rights for Children, Loyola University Chicago and International Organization for Adolescents.
- [Human Trafficking Response in Florida](#), Statewide Council on Human Trafficking.
- [Child Sex-Trafficking Virginia State Resource Guide](#), Children’s Hospital of Richmond at VCU.

4.20 Appendix J: Reducing the Trauma of Removals

The following best practice is taken from: Product of “Reducing the Trauma of Investigation, Removal and Initial Out-of-Home Placement Project” (2008-09) conducted by Portland State University, Center for Improvement of Child and Family Services, funded through the Children’s Justice Act Task Force at the Oregon Department of Human Services. It has been slightly modified for use in Virginia.

Considering that children who enter the child welfare system may have already experienced trauma, it is especially important that they not be further traumatized by the system that seeks to help them and that they receive services as soon as possible to facilitate their recovery from the trauma they have experienced. The potential for children to be traumatized during the process of an investigation, removal and out-of-home placement is high, as these processes often involve conflictual interactions between professionals and family members and can evoke fear, resistance and hostility.

4.20.1 What is the potential trauma to children during an investigation and removal?

- **Surprise, shock, chaos**
 - Depends on how people are reacting. Parents may escalate.
 - Especially traumatic when it happens suddenly, unexpectedly. Children see their parents in great distress and that distresses them.
 - Presence and intrusion of strangers in the home- police, CPS worker.
- **Negative view of police and CPS**
 - Depends on what the child has been told. They may have been told by parents that police and CPS are bad, so fear them.
 - Children may have heard horror stories about foster care.
 - May have prior experience with CPS.
- **Loss of control, sense of being kidnapped, powerlessness, helplessness**
 - Being taken against their will and to the great distress of their parents.
 - Distress at seeing their parents interrogated and arrested.
- **Betrayal, loss of trust, reinforcement or exacerbation of previous loss of trust- a sense that the world is unsafe**

- Children coming out of a dangerous situation may expect that they are going into another dangerous situation.
- There may be no one trustworthy (in the child's eyes) around to talk to.
- Feeling betrayed by the person they "told".
- **Confusion, unpredictability, it doesn't make sense**
 - Children may not understand why they are being removed. They may think, "all we were doing was carving pumpkins and they came and took us away."
 - Example: A family in which the children were removed for neglect because of substandard/unsafe housing. But mom was feeding and bathing kids regularly and they were very emotionally bonded. The children's experience was that their mom was a good mom who took care of them the best she could.
- **Fear of the unknown, lack of information**
 - They don't know what's going to happen now.
 - They don't know how to negotiate the unknown.
 - They don't know who these people are or where they are going. We tell kids not to talk to or trust strangers and these are strangers.
- **Sense of guilt or failure**
 - May have been warned by parents about what will happen if they "tell."
 - Seeing their family torn apart and may be asked by parent "you didn't say that, did you?"
 - Child may have taken on a degree of responsibility of taking care of their parents, or their siblings, and feel they have failed.
 - Fear and guilt that what is happening is their fault.
- **Repeated interviewing; being asked about negative self-traits**
 - When a child discloses at school, they may talk to teachers, and principals, then police, then CPS and have to tell their story over and over.
 - When older children are asked questions about negative behaviors (e.g., fire starting, hurting animals) they think "Is this the kind of person they see me as?"

Child and Family Services Manual C. Child Protective Services**4.20.2 What is the potential trauma to children during initial out-of-home placement?**

- **Abrupt and overwhelming change; loss of all things familiar**
 - Places, pets, friends, possessions, routines, etc.
 - Children often arrive at foster homes with only the clothes on their backs.
 - They are immersed into a different family system, with different rules, roles, routines, dynamics, smells, tastes, etc.
 - They miss and worry about their pets.
 - They're homesick and have tummy aches.
 - Changing schools or missing school
 - If they change schools they may never again see friends they had at their previous school.
 - They lose the sports and extra-curricular activities they may have participated in at their previous school.
 - School may have been the one place they felt safe.
 - Loss of culture; different language
 - They may be placed with a family that is racially or ethnically different.
 - Occasionally they do not speak the language of the foster family, or the CPS worker and are thus effectively isolated.

In the process of initial placement, children are removed from familiar surroundings and lose everything they are used to and comfortable with. Change of this magnitude has a detrimental effect on brain and neurological function. Their systems are flooded with cortisol, a hormone, that, when elevated for a brief time, facilitates the fight or flight response by reducing pain and inflammation. However, if elevated for an extended time, it destroys neurons and neurological connections and has other negative physiological effects. This is one reason why children, especially very young children, may regress in their development and behaviors (e.g. toilet training, talking, etc.) when initially placed.

- **Attachment disruption; loss of caregiver**

- Separation, grief loss
 - Separation from caregiver
 - Separation from siblings
- Multiple moves in the first few days or couple of weeks – trauma is repeated and intensified with each move.

Separation from family, especially caregivers, and the resulting attachment disruption, intensifies the detrimental physiological effects of abrupt and overwhelming change described above. This is particularly devastating for infants, toddlers and preschoolers. Some children already have insecure attachment. They may be very clingy, with the CPS worker, then the foster parent when they first come into the placement. Changes in placement are particularly devastating.

- **Older children worry about parents and siblings**

- In a DV situation a child may be worried about the abused parent.
- Distress at seeing their parents interrogated and arrested – are they alright?
- Siblings are often separated and placed in different homes.
- They may not have visits for 3-4 weeks after placement.

- **Confused and conflicted – a loyalty bind. Is this their new family?**

4.20.3 Trauma informed practice strategies for caseworkers

As much as possible, the following is suggested:

- **Plan investigations and possible removals ahead as much as possible; reduce the element of surprise**

- Slow down, plan out investigations and removals.
- Let the family know an assessment is going on, that removal is a possibility.
- Hold an FPM.
- Work with the parents to identify support individuals for their children during the assessment and/or for placement resources – relatives, friends, etc. Ask the parent and the child - Who does this child know and trust?
- Collaborate with other agencies, especially law enforcement. When working with law enforcement, speak with the officer in advance to plan out

Child and Family Services Manual C. Child Protective Services

the investigation or removal. Establish roles that promote collaboration, prevent duplication, and reduce trauma to the family. If a removal is needed, talk with law enforcement about ways to enter the home and take custody of the child that will reduce the trauma for the child and family.

- If possible, identify a placement before removal.
 - If the child needs to wait at the agency office while a placement is found, try to find a comfortable place for them to wait, away from your phone conversations with prospective placements (to avoid hearing rejections), and perhaps with something to do to entertain themselves.
 - Ask the child if they are hungry or thirsty.
 - Follow current placement policy and procedures – e.g. in order of preference: placement with relative, someone the child knows and trusts, same culture, same language, same school, etc. If diligently followed these can reduce the impact and trauma of removal for many children.
- **Try to keep things calm during the investigation, assessment and removal. Engage the parents in helping the child**
 - Remain calm. Move slowly.
 - Talk down the parents. Calm the parents to calm the child.
 - Separate children from the chaos of arrest, interrogation, or resistance on the part of the parents.
 - Let the parent put child into the car seat, say good-bye, assist in the process of removal.
 - **Provide sensory comfort, familiarity, help with settling in**
 - Ask the parent, or the child, to gather together some familiar things before taking them away.
 - If picking a child up from school to remove, create a chance for the child to go home and pick up some things from home. Perhaps a relative or friend could meet them there or go with them to help pack some belongings.
 - Ask children if they are hungry or thirsty. Provide comfort food. Ask them what they would like. Ask the parent and the child about medical conditions, allergies, medications.
 - Especially for babies and very young children, ask the parent for information about feeding, schedules and routines. Take time to help the child transition into the foster home. The child may have connected to you during the removal. They

have already had one abrupt separation. It may be reassuring to the child to know that the worker knows the people and place where they will be staying. Be a constant in the child's life until visits with parents can start.

- Ask the foster parents to meet with the biological parents to exchange information about the child and the child's living situation.
- **Empathize, connect, and try to understand the child's perspective.**
 - Be open to listening if they want to talk.
 - Acknowledge their feelings and the difficulty of what they are going through.
 - Acknowledge their love for their parents and their parents love for them.
- **Provide information**
 - To the child:
 - Explain what is happening. Tell them where they are going.
 - Assure them that this is not their fault.
 - Assure them that they are safe and will be cared for.
 - Assure them that their siblings, if separated, are safe and will be cared for.
 - Don't make promises you can't keep.
 - To the foster parent:
 - About the child – medical conditions, allergies, medications, known behavioral and emotional issues, important people, anything that will help them to understand the child and to help them feel safe and comfortable.
- **Support child's relationships and family connections**
 - Place siblings together, even if only in a temporary setting until a placement can be found where they can be together.
 - Visitation/parenting time is extremely important. In addition to their own trauma of being separated, children may worry about the safety and well-being of those family members from whom they are separated. Seeing that they are OK can ease that worry.

Child and Family Services Manual**C. Child Protective Services**

- If siblings are placed separately, arrange for sibling visits ASAP, or ask foster parents to allow and arrange for sibling contact.
- Set up visitation/parenting time between child and parents as soon as possible.
- For cross cultural placements, do a cultural assessment. NOTE: There are numerous unofficial cultural assessment forms available. Something more standardized (evidence based) is suggested.
- Notify the child's school so they can be supportive, if the child remains in the school, or to provide classmates the opportunity for closure or continued connection if the child is to attend a different school.
- Allow the child to resume attending school as soon as possible. School may have been the one place where they felt safe.
- **Provide services aimed at healing and well-being as soon as possible, including trauma informed services**
 - For the child:
 - Make sure the child has someone to talk to about what's happening that they feel comfortable with.
 - Mental health assessment.
 - Counseling or other trauma informed therapy.
 - Provide training, information and support to the foster parents to help them care for the child and to address the child's particular needs.
- **Ongoing training for workers**
 - Workers may be uncomfortable with removals where a child is distressed and crying. They need more training about what they might experience during this process and how to help a child through it.

4.20.4 Additional Trauma Informed Practice Strategies (T.I.P.S.)

Additional resources and links to resources used in this Appendix can be found at the [Portland State University School of Social Work website](#).

DSS offers training on trauma specifically for child welfare staff, CWS4015: Trauma-Informed Child Welfare Practice- Identification and Intervention. CWSE4015 is a pre-requisite e-learning for the two day classroom and is available in the [VLC](#).

4.21 Appendix K: Dispositional Assessments (sample template)

The following information is provided as an optional template for information that should be included in the dispositional assessment for a founded disposition.

4.21.1 State the date of supervisory staffing and names of participants.

Example: On January 1, 2016, this investigation was staffed for disposition and approved by CPS Supervisor Walter.

4.21.2 State the disposition regarding by whom to whom.

Example: The disposition of this investigation is founded for Physical Neglect (Inadequate Supervision) of Johnny Doe by his mother, Jane Doe.

4.21.3 Cite the specific regulatory definition for the type of abuse or neglect.

Example: Physical Neglect is defined in regulation: (22 VAC 40-705-30 B). Physical neglect occurs when there is the failure to provide food, clothing, shelter, or supervision for a child to the extent that the child's health or safety is endangered. This also includes abandonment and situations where the parent or caretaker's own incapacitating behavior or absence prevents or severely limits the performing of child caring tasks pursuant to § 63.2 –100 of the Code of Virginia. This also includes a child under the age of 18 whose parent or other person responsible for his care knowingly leaves the child alone in the same dwelling as a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902. Additionally: (22 VAC 40-705-30 B1). Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety.

4.21.4 Summarize the evidence/facts that support the founded disposition.

It is NOT necessary to restate the entire investigation. Use a list or paragraph format. Be sure to include first source evidence.

Example: The following evidence does show by a preponderance of the evidence that this is founded:

On December 10, 2015, two year old Johnny Doe was found by "LOCAL" law enforcement without any supervision in the car registered to Jane Doe in the parking lot of the "LOCAL" mall located at corner of Main and 8th Street.

According to the police report and statement of LOCAL law enforcement, the mother, Jane Doe, did not arrive at the scene until 20 minutes after the police arrived and she

stated that she had just run into the store to return an item. See full police report located in hard file.

The child, Johnny Doe, was examined by EMS and no further medical attention was required.

The mother, Jane Doe stated to CPS worker that she had left her child in the car because he was asleep. She stated she had locked the doors and left the windows cracked open. She stated she did not think she was going to be gone for very long.

4.21.5 State the level for the founded disposition and cite the regulation.

Example: This was determined to be a level 2 finding for physical neglect (inadequate supervision). A level 2 is defined in regulation: (22 VAC 40-705-110). Level 2. This level includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child.

4.21.6 Summarize the rationale for the assessed level.

Example: CPS guidance suggests that for neglect situations, a level 2 is indicated when “the child’s minimal needs are sporadically met for food, clothing, shelter, supervision or medical care; or there is a pattern or one-time incident related to lack of supervision that caused or could have caused moderate harm”. The rationale for assessing as level 2 includes that this was a one-time incident where a two year old child was without any supervision or care and while the child was not actually harmed, the potential for harm existed. This two year old child was unable to protect himself or make any decisions regarding his safety and well-being.

4.21.7 Other considerations.

When applicable add additional definitions and how the evidence supports the definition.

- Documentation- (required for certain findings such as emotional abuse)

Example: CPS guidance (Section 2.6.3 of the VDSS Child and Family Services Manual, Chapter C. July 2017) “when making a founded disposition of mental abuse or mental neglect, the CPS worker must obtain documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction demonstrated by the child or the threat of mental dysfunction.” Ms. Eckstein, LCSW, stated in a letter to DSS dated 1-10-2017 that the victim child is exhibiting significant signs of post-traumatic stress syndrome due to the chronic exposure to domestic violence between the parents. See hard copy file for complete letter.

Child and Family Services Manual C. Child Protective Services

- Credibility- (suggested when the credibility of the child victim could be questioned)

Example: The victim child's statements about the incidences of sexual abuse were determined to be credible and believable due to the advanced level of details provided. Additionally, the child included in her disclosure that the alleged abuser told her this would be their "own private secret game" and that she should not tell anyone else about it.

- Caretaker- (particularly important to clarify if the role of caretaker is not obvious)

Example: Mr. Jones was determined to be a caretaker in this incident because not only did he reside in the family home; he was left in charge of the children on numerous occasions when the parents went to work.

- Jurisdiction- (important if there is any question as to where the abuse or neglect occurred, more important for criminal proceedings)
- Threat of Harm- If there is no actual injury, it is helpful to explain what a threat of harm constitutes. Remember, case law supports that an actual injury does not need to occur.

Example: The fight between the victim child and the involved caretaker included a time when the caretaker pointed a loaded gun at the victim child and said "everyone would be better off if they were just dead" however, it did not result in a physical injury. If the caretaker had followed through with pulling the trigger, the child could have died. This is considered threat of harm as defined in CPS guidance (Section 2.2 of the VDSS Child and Family Services Manual, Chapter C. July 2017) which states "The CPS worker must consider the circumstances surrounding the alleged act or omission by the caretaker influencing whether the child sustained an injury or whether there was a threat of an injury or of harm to the child. The evidence may establish circumstances that may create a threat of harm."

- Out of Family- Employees of Public Schools.

In addition to the required elements of a founded disposition, in all investigations involving public school employees, the local agency must document the evidence that supports that the employee acted with gross negligence or willful misconduct. These two elements are crucial when making a finding on any investigation that involves a school employee in the course of their employment. Local agencies must have detailed documentation that correlates the actions of the employee with injury or knowledge that the action will result in an injury.

Example: Ms. Smith, victim child's teacher, acted with gross negligence when she failed to provide proper supervision by allowing the five year old victim child to leave the rest of the class to go to the restroom alone, while on a field trip to the zoo. The victim child was found approximately thirty minutes later by security wandering around the zoo crying.

5

OUT-OF-FAMILY INVESTIGATIONS

TABLE OF CONTENTS

5.1	Introduction	5
5.2	Authorities	5
5.2.1	Minimum standards for CPS workers to conduct OOF investigations	6
5.3	Definitions.....	6
5.3.1	Additional definitions used in OOF investigations	7
5.3.2	Child care definitions	8
5.4	Responsibilities to conduct OOF investigations.....	9
5.4.1	Determine validity of report or complaint in OOF settings	9
5.4.2	Identify the regulatory agency	9
5.4.3	Facilities with no regulatory authority.....	10
5.4.4	Develop joint investigative plan	10
5.4.4.1	If regulatory staff is unavailable	11
5.4.5	Notify CPS regional consultant.....	11
5.4.6	Notify Interstate Compact on the Placement of Children (ICPC).....	11
5.4.7	Time frames to complete investigations.....	11
5.4.7.1	Fifteen-day extension to complete investigation.....	11
5.4.7.2	Extension of joint investigations with law enforcement agency	12
5.4.7.3	Notification of extension.....	12
5.4.7.4	Suspension of certain investigations	12
5.4.7.5	Notification of suspension	13
5.4.7.6	Contact while investigation is suspended	13
5.5	Conduct OOF investigation	13
5.5.1	Joint interviews and information sharing.....	13
5.5.2	Joint investigation requirements for LDSS and regulatory authority.....	14
5.5.3	Joint investigation with law enforcement and facility.....	14
5.5.4	Notify facility administrator.....	14

5.5.4.1	When the facility administrator or designee is the alleged abuser or neglector	15
5.5.5	Interview alleged victim	15
5.5.5.1	Information gathered in the interview with alleged victim child.....	16
5.5.5.2	Electronic recording	16
5.5.5.3	Each interview with the alleged victim child must be electronically recorded.....	19
5.5.5.4	Notify the child's parents or caretakers that interview was electronically recorded.....	19
5.5.5.5	Parents or caretakers object to electronically recorded interview	19
5.5.5.6	Equipment malfunction	19
5.5.6	CPS worker determines who may be present during child interview.....	20
5.5.7	Notify parents or guardian of the child	20
5.5.8	Interview alleged abuser or neglector.....	20
5.5.8.1	Inform alleged abuser or neglector of right to electronically record interview.....	21
5.5.8.2	Law enforcement or Commonwealth's Attorney objects to informing the alleged abuser or neglector of his right to record the interview	21
5.5.8.3	LDSS shall provide recording equipment upon request	21
5.5.8.4	Use of statements as evidence.....	21
5.5.9	Interview collateral children	22
5.5.10	Observe environment where the alleged abuse or neglect occurred	22
5.6	Assess safety.....	22
5.6.1	Assess immediate needs of the family or facility.....	23
5.6.2	Assess immediate danger to the other children in the family or facility	23
5.6.3	Make safety decision.....	23
5.6.4	Emergency removal of child in OOF investigations.....	24
5.7	Risk assessment and disposition	24
5.7.1	Risk assessment	24
5.7.2	Disposition and consult with CPS Regional Consultant	25
5.7.2.1	Unfounded disposition	25
5.7.2.2	Founded disposition.....	25
5.7.2.3	Determine level of founded disposition.....	28
5.8	Concerns for other children in the care of the alleged abuser/neglector	32
5.9	Notifications for OOF investigations.....	32
5.9.1	Release of information in joint investigations with law enforcement.....	32

5.9.2	Consult with regional consultant	33
5.9.3	Notification to Interstate Compact on the Placement of Children (ICPC) ...	33
5.9.4	Written notification to alleged abuser/neglector	33
5.9.4.1	Unfounded disposition	33
5.9.4.2	Founded disposition	34
5.9.5	Notification to facility administrator and regulatory staff	35
5.9.5.1	Notification for school employees	36
5.9.6	Notification to parent, guardian, or custodial agency of victim child	36
5.9.7	Document all notifications in the automated data system	37
5.9.8	All other inquiries referred to facility administrator	37
5.9.9	Notify Family Advocacy Program.....	37
5.9.10	Founded disposition on a foster parent.....	38
5.10	Conduct investigations involving public school employees.....	38
5.10.1	Additional requirements.....	39
5.10.1.1	Establish additional validity requirement.....	39
5.10.1.2	“Gross negligence” or “willful misconduct” for founded disposition	39
5.10.1.3	Mandatory timeframe to make disposition	40
5.10.2	Additional procedures for investigations involving public school employees 41	
5.10.3	Additional notifications.....	41
5.10.3.1	Notify local school board when abuser is an employee.....	42
5.10.3.2	Notify Superintendent of Public Instruction, Department of Education...	42
5.11	Interagency agreements with local school division for CPS complaints that require coordination	43
5.12	Services to abuser/neglector in an OOF investigation	43
5.13	Appendix A: Guide for Assessing Applicability of § 63.2-1511 in CPS OOF Investigations of School Employees	44
5.14	Appendix B: Recommended Procedures for Local Agreements Between School Divisions and Local Departments of Social Services.....	49
5.14.1	Legal base	49
5.14.2	School division employees' reports of suspected child abuse and neglect.	49
5.14.2.1	Responsibilities of the school division	49
5.14.2.2	Responsibilities of the LDSS.....	50
5.14.3	Investigation or family assessment involving a non-school employee.....	50
5.14.3.1	Responsibilities of the School Division	50

5.14.3.2	Responsibilities of the LDSS.....	51
5.14.4	Investigation of child abuse or neglect by a school employee in the course of his/her employment.....	52
5.14.4.1	Responsibility of school division	52
5.14.4.2	Responsibilities of the LDSS.....	53
5.14.5	Information sharing and confidentiality	54
5.14.6	Execution of agreement	54
5.15	Appendix C: Checklist for OOF investigations.....	55
5.16	Appendix D. Sample Letters of Notification for OOF Investigations.....	59
5.16.1	Founded, abuser	59
5.16.2	Founded, parent,non-custodial parent or legal guardian.....	61
5.16.3	Unfounded, alleged abuser	63
5.16.4	Unfounded, parent, non-custodial parent or legal guardian	64
5.17	Appendix E: Dispositional Assessments (sample template).....	66
5.17.1	State the date of supervisory staffing and names of participants.	66
5.17.2	State the disposition regarding by whom to whom.....	66
5.17.3	Cite the specific regulatory definition for the type of abuse or neglect.....	66
5.17.4	Summarize the evidence/facts that support the founded disposition.....	66
5.17.5	State the level for the founded disposition and cite the regulation.	67
5.17.6	Summarize the rationale for the assessed level.	67
5.17.7	Other considerations.	67

5.1 Introduction

If a CPS report involves *the abuse or neglect of a child in an out-of-family setting*, that investigation is deemed an “out-of-family” (OOF) investigation. There are many types of settings and situations that are considered OOF settings. These settings include those regulated by other agencies such as state licensed and religiously exempted child day care centers, regulated family day homes, private and public schools, locally approved foster homes, child placing agencies, group residential facilities, hospitals, or institutions. OOF settings may also include settings that are not externally regulated such as camps, athletic leagues, children’s clubs, babysitters who are not required to be regulated, babysitting co-ops, and “sleepovers” at friends’ homes. Depending on the setting, there are certain regulations and policies that apply to the conduct of these CPS investigations.

This section sets forth the requirements and guidance for responding to child abuse and neglect reports in OOF settings. Complaints of abuse and neglect in OOF settings differ from complaints in the child’s family setting because:

- The alleged abuser(s) in OOF settings may be caring for the alleged victim(s) as part of their job duties.
- The outcome of the CPS investigation may have administrative, regulatory and/or personnel implications.
- CPS is mandated by Code of Virginia [§ 63.2-1506 C](#) to respond to certain types of these valid allegations as Investigations (not Family Assessments).

There is a checklist of all requirements to conduct an OOF investigation in [Appendix C: Checklist for OOF investigations](#).

5.2 Authorities

In addition to Virginia Administrative Code (VAC) [22 VAC 40-705](#) et. seq. that provides the regulatory authority for the general conduct of the CPS program, the VAC [22 VAC 40-](#)

[730](#) et. seq. provides additional requirements for CPS to conduct OOF investigations in designated settings.

([22VAC40-730-20](#)). Complaints of child abuse or neglect involving caretakers in out of family settings are for the purpose of this (regulation) chapter complaints in state licensed and religiously exempted child day centers, regulated family day homes, private and public schools, group residential facilities, hospitals or institutions.

These complaints shall be investigated by qualified staff employed by local departments of social services or welfare.

Staff shall be determined to be qualified based on criteria identified by the department. All staff involved in investigating a complaint must be qualified.

In addition to the authorities and the responsibilities specified in department policy for all child protective services investigations, the policy for investigations in out of family settings is set out in [22 VAC 40-730-30](#) through [22 VAC 40-730-140](#).

All CPS authorities, procedures, and requirements applicable to in home investigations found in [Section 4, Family Assessment and Investigation](#), apply to the investigation of complaints in an OOF setting. This section sets forth the additional requirements to respond to CPS reports in these OOF settings.

5.2.1 Minimum standards for CPS workers to conduct OOF investigations

([22VAC40-730-130A](#)). In order to be determined qualified to conduct investigations in out of family settings, local CPS workers shall meet minimum education standards established by the department including:

1. Documented competency in designated general knowledge and skills and specified out of family knowledge and skills; and
2. Completion of out of family policy training.

B. The department and each local department shall maintain a roster of personnel determined qualified to conduct these out of family investigations.

5.3 Definitions

In addition to the definitions contained in [22VAC40-705-10](#), [22 VAC 40-730-10](#) defines the following words and terms, when used in conjunction with this chapter, to have the following meanings, unless the context clearly indicates otherwise:

([22 VAC 40-730-10](#))

"Child Placing Agency" means those privately contracted agencies responsible for the training of specialized foster families and the intensive case management of the foster child.

"Child day program" means a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of children as defined in [§63.2-100](#) of the Code of Virginia.

"Facility" means the generic term used to describe the setting in out of family abuse or neglect and for the purposes of this regulation includes schools (public and private), private or state-operated hospitals or institutions, child day programs, state regulated family day homes, and residential facilities.

"Facility administrator" means the on-site individual responsible for the day-to-day operation of the facility.

"Participate" means to take part in the activities of the joint investigation as per a plan for investigation developed by the CPS worker with the facility administrator or regulatory authority or both.

"Physical plant" means the physical structure/premises of the facility.

"Regulatory authority" means the department or state board that is responsible under the Code of Virginia for the licensure or certification of a facility for children.

"Residential facility" means a publicly or privately owned facility, other than a private family home, where 24-hour care, maintenance, protection, and guidance is provided to children separated from their parents or legal guardians, that is subject to licensure or certification pursuant to the provisions of the Code of Virginia and includes, but is not limited to, group homes, secure facilities, temporary care facilities, and respite care facilities.

5.3.1 Additional definitions used in OOF investigations

The following definitions are also commonly used in the guidance and procedures to conduct OOF investigations:

<u>Term</u>	<u>Definition</u>
Hospitals and Institutions	The residential placement responsible for the care and treatment of a child for behavioral and/or psychological

reasons. These include juvenile detention and residential treatment facilities.

Locally Approved The process where a local agency has approved and prepared a family for placement of local foster children or a home for placement of daycare children

5.3.2 Child care definitions

The following definitions are from the Child Care and Licensing Divisions of VDSS. Additional information regarding child care and licensing can be found on the public website.

<u>Term</u>	<u>Definition</u>
Child Day Centers	These are child day programs offered to <ul style="list-style-type: none">(i) two (2) or more children under the age of 13 years in a facility that is not the residence of the provider or any of the children in care, or(ii) 13 or more children at any location. Additional information can be found on the public website.
Family Day Homes	These are homes that provide the care for five (5) to 12 children (exclusive of the provider's own children) and required by the Code of Virginia to be licensed. Additional information can be found on the public website . Note: Homes that provide care for four (4) or less children (exclusive of their own children) are not required to be licensed.
Family Day System Homes	The Code of Virginia requires licensure of any person who approves family day homes as a member of its system and who refers children to available day homes in that system. Additional information can be found on the public website . The only licensed Family Day Home System is operated by Infant/Toddler Family Day Care .
Religiously Exempt Day Care Center	A child day center may be exempt from licensing requirements and regular inspections due to its mission as a religious facility. Additional information can be found on the public website .

**Voluntarily
Registered Family
Day Homes**

These homes have fewer than five (5) children in care (exclusive of the provider's own children). Voluntary registration is a form of regulation offered to family day homes that are not required to be licensed. Additional information can be found on the [public website](#).

5.4 Responsibilities to conduct OOF investigations

5.4.1 Determine validity of report or complaint in OOF settings

The criteria used to determine validity of an allegation in an OOF setting are the same as that in an allegation of an “in-home” setting. These criteria are discussed in [Section 3, Complaints and Reports](#) of this guidance manual. Additional criteria for reports involving school personnel can be located in [Section 5.10](#).

The Code of Virginia § [63.2-1506 C](#) requires CPS reports in certain OOF settings to be investigated. These settings include programs that are subject to state regulatory oversight and where the relationship between the alleged victim child and caretaker is more professional than familial. In addition, CPS reports in locally approved provider settings must be investigated.

5.4.2 Identify the regulatory agency

- The Virginia Department of Social Services (VDSS) licenses or certifies facilities such as child day centers, including religiously exempt child day centers, licensed and voluntarily registered family day homes, and certain child care institutions and group homes. Contact information for VDSS Regional Licensing Offices is available on the [public website](#).
- The Department of Juvenile Justice (DJJ) operates juvenile correctional centers and halfway houses throughout the state. For investigations involving state-operated facilities, contact the appropriate facility superintendent. Contact information for these facilities is available on the [DJJ website](#). Also contact the DJJ Gang and Investigation Unit (804-588-3850) to report the child abuse/neglect allegations.
- DJJ also certifies [locally-operated detention homes](#) and group homes. For investigations involving locally-operated detention homes and group homes, contact the DJJ Serious Incident Report (SIR) 24-hour hotline at (804)-212-8803, or the Certification Manager at (804)-516-9491 to notify the appropriate Certification Analyst.
- The Department of Behavioral Health and Developmental Services (DBHDS) operates or licenses group homes; treatment facilities for children with substance abuse issues, developmental disabilities, and brain injuries;

psychiatric hospitals that provide day or residential services to children; training centers; and state mental hospitals. Contact the DBHDS Office at (804)-786-1747 to reach the appropriate licensing specialist. Contact information is also available on the [DBHDS website](#).

- DBHDS has established an Office of Human Rights to assure and protect the legal and human rights of individuals receiving services in facilities or programs operated, licensed, or funded by DBHDS. This Office of Human Rights may serve as a resource to the LDSS during the course of some OOF investigations involving DBHDS licensed facilities. See [Office of Human Rights Staff Directory](#) for contact information.
- The Department of Education (DOE) licenses private schools for students with disabilities. This includes both day schools and schools within residential facilities. Contact Information and a listing of licensed private day and residential schools are available on the [DOE website](#) under Directory of Private Day and Residential Schools for Students with Disabilities. If a complaint of child abuse or neglect occurs in the school program of a residential facility or a private school for students with disabilities, contact DOE at (804)-371-0525 or ask the private school for the DOE specialist for their school and contact that person directly.

5.4.3 Facilities with no regulatory authority

([22VAC40-730-50A](#)). In a facility for which there is not a state regulatory authority, such as in schools, the CPS worker shall ask the facility administrator or school superintendent to designate a person to participate in the joint investigative process.

In an OOF investigation with no regulatory authority, the designated staff person participating in the investigation is not considered a co-investigator with the CPS worker. The CPS worker should review the investigative process and confidentiality requirements with the facility designee, whose function is to minimize duplication of investigation efforts by CPS and the facility. The CPS worker may exclude the designee from interviews as necessary.

5.4.4 Develop joint investigative plan

([22VAC40-730-40.2](#)). The CPS worker assigned to investigate and the appointed regulatory staff person will discuss their preliminary joint investigation plan.

The CPS worker and the appointed regulatory staff person shall confer on the preliminary investigation plan. The CPS worker and the regulatory staff person shall plan how each will be kept informed of the progress of the investigation and must

confer at the conclusion of the investigation to inform the other of their respective findings and to discuss corrective action.

5.4.4.1 If regulatory staff is unavailable

If a designated regulatory staff person is not available to participate in the investigation process in a timely manner, the CPS worker should commence the investigation separately; however, efforts must be made to begin coordination and information-sharing as quickly as possible.

5.4.5 Notify CPS regional consultant

([22VAC40-730-60B](#)). The regional consultant shall be responsible for monitoring the investigative process and shall be kept informed of developments which substantially change the original case plan.

The CPS worker shall inform the CPS regional consultant of all OOF investigations as soon as possible. This may be done by sending an e-mail to the regional consultant that includes the following information:

- Referral # and locality.
- Type of abuse/neglect.
- Daycare/facility/school name.
- Brief case summary.

5.4.6 Notify Interstate Compact on the Placement of Children (ICPC)

If the alleged victim is in the custody of another state and has been placed in Virginia through ICPC, immediately notify the Virginia [ICPC office](#) and the state agency which has custody of the child. The CPS worker shall document this notification in the child welfare information system.

5.4.7 Time frames to complete investigations

The Code of Virginia requires the LDSS to complete and document the investigation within 45 calendar days of receipt of the complaint or report. There are three (3) exceptions for completing an investigation within 45 days.

5.4.7.1 Fifteen-day extension to complete investigation

([22 VAC 40-705-120 A](#)). The local department shall promptly notify the alleged abuser or neglecter and the alleged victim's parents or guardians of any extension of the deadline for the completion of the family assessment or investigation pursuant to

[§ 63.2-1505 B5](#) or [§ 63.2-1506 B3](#) of the Code of Virginia. The child protective services worker shall document the notifications and the reason for the need for additional time in the case record.

Upon written justification by the LDSS, based on locally determined guidelines, the investigation can be extended for **15 calendar days**.

5.4.7.2 Extension of joint investigations with law enforcement agency

The Code of Virginia, [§ 63.2-1505 \(5\)](#) allows for investigations which are being conducted in cooperation with a local law enforcement agency to be extended an additional 45 days, not to exceed 90 days. This must be agreed upon by both the LDSS and the law enforcement agency. This extension applies only to investigations.

5.4.7.3 Notification of extension

If an investigation is extended, the alleged abuser/neglector shall be notified. The notification to the alleged abuser/neglector or involved caretakers should include a brief explanation of the reason for the extension. If written notification is made, a copy of the notification must be included in the LDSS's record. If notification is made verbally, then the LDSS must document the notification in the child welfare information system. The LDSS must document the justification in the child welfare information system for the additional time needed to complete the investigation.

Sample letters for notification of an extension of an investigation are located in this guidance manual, [Section 4, Family Assessments and Investigations, Appendix K.](#)

5.4.7.4 Suspension of certain investigations

[\(22VAC40-705-120 B\)](#) Pursuant to [§ 63.2-1505 B5](#) of the Code of Virginia, when an investigation involving the death of a child or alleged sexual abuse of a child is delayed because of the unavailability of the records, the deadlines shall be suspended. When such unavailability of records occurs, the local department shall promptly notify the alleged abuser or neglector and the alleged victim's parents or guardians that the records are unavailable and the effect of the unavailability on the completion of the investigation. The child protective services worker shall document the notifications and the reason for the suspension in the case record. Upon receipt of the records necessary to make a finding, the local department shall complete the investigation.

The Code of Virginia [§ 63.2-1505 B5](#) grants exceptions to completing certain investigations under specific conditions. In any child death investigation or sexual

abuse investigations which require reports or records generated outside the local department in order to complete the investigation, the time needed to obtain these reports or records shall not be counted towards the 45 days. These records must be necessary to complete the investigation and not available due to circumstances beyond the control of the local department. When the LDSS receives the reports or records, the 45 day timeframe resumes where it had left off, it does not start over.

The decision to suspend making a disposition within 45 days in these cases should be approved by a supervisor and documented in the child welfare information system.

5.4.7.5 Notification of suspension

The LDSS should notify the alleged abuser/neglector or involved caretakers and the alleged victim's parents or guardians when suspending an investigation. The notification to the alleged abuser/neglector or involved caretakers should include a brief explanation of the reason for the suspension. If written notification is made, a copy of the notification must be included in the LDSS's record. If notification is made verbally, then the LDSS must document the notification in the child welfare information system. The LDSS must document the justification in the child welfare information system for the additional time needed to complete the investigation.

5.4.7.6 Contact while investigation is suspended

As long as the investigation remains open, the LDSS retains all authorities and responsibilities of an investigation. The LDSS should document monthly updates in the child welfare information system until such time that the necessary reports or records to complete the investigation have been received.

5.5 Conduct OOF investigation

5.5.1 Joint interviews and information sharing

([22VAC40-730-40.2a](#)). The CPS worker and the regulatory staff person shall review their respective needs for information and plan the investigation based on when these needs coincide and can be met with joint interviews or with information sharing.

The LDSS shall share the complaint information with the regulatory authority who may appoint a staff person to participate in the investigation. The CPS worker and regulatory staff person should discuss informational needs, the feasibility of joint interviews, and develop an investigative plan.

5.5.2 Joint investigation requirements for LDSS and regulatory authority

([22VAC40-730-40.2b](#)). The investigation plan must keep in focus the policy requirements to be met by each party as well as the impact the investigation will have on the facility's staff, the victim child or children, and the other children at the facility.

5.5.3 Joint investigation with law enforcement and facility

([22VAC40-730-50B](#)). When CPS and law enforcement will be conducting a joint investigation, the CPS worker shall attempt to facilitate a coordinated approach among CPS, law enforcement and the regulatory authority or facility designee.

5.5.4 Notify facility administrator

([22VAC40-730-70A](#)). The CPS worker shall initiate contact with the facility administrator or designee at the onset of the investigation.

B. The CPS worker shall inform the facility administrator or his designee of the details of the valid complaint. When the administrator or designee chooses to participate in the joint investigation, he will be invited to participate in the plan for investigation, including decisions about who is to be present in the interviews. If the administrator or designee is the alleged abuser or neglecter, this contact should be initiated with the individual's superior, which may be the board of directors, etc. If there is no superior, the CPS worker may use discretion in sharing information with the administrator.

C. Arrangements are to be made for:

1. Necessary interviews;
2. Observations including the physical plant; and
3. Access to information, including review of pertinent policies and procedures.

D. The CPS worker shall keep the facility administrator or designee apprised of the progress of the investigation. In a joint investigation with a regulatory staff person, either party may fulfill this requirement.

The facility administrator is the on-site individual responsible for the day-to-day operation of the facility. The worker shall inform the administrator or designee of the allegations in the complaint. If there is no apparent conflict of interest in doing so, the administrator or designee should be invited to assist with the planning of the investigation. If the administrator or designee chooses not to be involved in the planning process, he shall nevertheless be informed of the progress of the investigation.

5.5.4.1 When the facility administrator or designee is the alleged abuser or neglector

If the administrator or designee is the alleged abuser or neglector, this contact should be initiated with the individual's superior, such as the chairman of the board of directors or the superintendent of schools. If there is no superior, the worker may use discretion in deciding what information to share with the administrator.

5.5.5 Interview alleged victim

([22VAC40-705-80 B1](#)) The child protective services worker shall conduct a face-to-face interview with and observation of the alleged victim child within the determined response time.

The CPS worker shall conduct at least one (1) face-to-face interview (worker visit) with the alleged victim child and shall conduct this face-to-face interview **within the** determined response time as assessed in [Section 3: Complaints and Reports](#) of this manual. A face-to-face interview must be documented as a "worker visit" in the child welfare information system.

The CPS worker shall observe the child and document the child's recollection and perception of the allegations. Information regarding the allegations may be obtained during the CPS worker's observation of victim interviews conducted by other members of the investigative team including, but not limited to, law-enforcement officers, forensic nurses, physicians or other community professionals trained as forensic interviewers. When possible, it is important to not only observe the interview but also have the ability to ask additional questions as needed. If the CPS worker is not the primary interviewer, the CPS worker is still responsible for interviewing the child to gather any additional information regarding the allegations and to ensure that the child understands the role of the CPS worker and what will occur during the investigation. The CPS worker must review all electronically recorded victim interviews to determine if additional interviews are necessary to comply with CPS guidance.

The CPS worker must still conduct a face to face interview with the child if the CPS worker is not the primary interviewer of the child regarding the allegations. This worker visit shall be **within the** determined response time.

During the child interview, the CPS worker should inform the child about the investigation and what will occur during the investigation. The CPS worker should note the child's emotional and physical condition (including any injury). The CPS worker should learn about the child's needs and capabilities for the purposes of safety and risk assessment and service planning.

([22VAC40-705-80 B](#)) During the course of the investigation, the child protective services worker shall document in writing in the state automated system the following contacts and observations. When any of these contacts or observations is not made, the child protective services worker shall document in writing why the specific contact or observation was not made.

The CPS worker shall document all observations and interviews involving the victim child in the child welfare information system. If the face-to-face worker visit with the victim child is not made within the determined response time, this shall be documented in the child welfare information system.

5.5.5.1 Information gathered in the interview with alleged victim child

Collect the following information during the alleged victim interview:

- Demographic information (date of birth, sex, grade in school, etc.).
- Child's developmental level.
- Child's description of the incident including but not limited to:
 - Child's statements about what happened. Include direct quotes of the child if appropriate.
 - Child's statements about the impact of the incident on him.
- Results of any tests or evaluation of the child's injury, behavior, or other characteristics.
- Prior history of abuse or neglect involving the child. The history of any prior abuse or neglect can be provided by any source.

5.5.5.2 Electronic recording

([22VAC40-705-80.B1.](#)) The child protective services worker shall conduct a face-to-face interview with and observation of the alleged victim child within the determined response time. All interviews with alleged victim children must be electronically recorded.

In 2005, the Virginia Supreme Court of Appeals issued a ruling to affirm the regulatory requirement that victim interviews in an investigation must be electronically recorded according to [22 VAC 40-705-80](#) or clearly document the specific and detailed reasons for not taping victim interviews as well as the documentation that the decision was made in consultation with a supervisor. A

copy of this decision, known as the West Decision, is available on the website of the Virginia Court of Appeals case #2144042.

5.5.5.2.1 Exceptions to electronically recording interviews with the alleged victim child

([22VAC40-705-80.B1](#)). All interviews with alleged victim children must be electronically recorded except when the child protective services worker determines that:

- a. The child's safety may be endangered by electronically recording his statement;
- b. The age or developmental capacity of the child makes electronic recording impractical;
- c. A child refuses to participate in the interview if electronic recording occurs;
- d. In the context of a team investigation with law-enforcement personnel, the team or team leader determines that electronic recording is not appropriate; or
- e. The victim provided new information as part of a family assessment and it would be detrimental to re-interview the victim and the child protective services worker provides a detailed narrative of the interview in the investigation record.

The VAC provides five (5) exceptions to electronic recording of an interview with an alleged victim child. Before electronically recording an interview with a child, the CPS worker must assess the circumstances surrounding the allegations of abuse or neglect and determine whether any of the five (5) exceptions precluding audio recording the interview apply. Adequately considering the circumstances may include assessing the complaint or report; speaking with the mother, father or guardians of the child; speaking with collateral witnesses; and conducting an assessment of the child.

The CPS worker shall consult with the supervisor when the decision is made not to electronically record an interview with an alleged victim child. The consultation and the specific reasons why electronic recording is not done in the specific investigation shall be documented in the child welfare information system.

- **Exception: The child's safety may be endangered by electronic recording**

If the child's safety is endangered or may be endangered by electronically recording the interview, then the interview must not be electronically recorded. The CPS worker may need to conduct a brief assessment of the child to determine the risk of any harm that may occur to the child as a result of electronically recording the interview. The CPS worker may be able to assess any potential harm to the child by speaking with the child's mother, father or guardians, or collateral witnesses. If the interview is not

electronically recorded, the CPS worker shall carefully document the details of the interview in writing for the case record.

- **Exception: The age or developmental capacity of the child makes electronic recording impractical**

The CPS worker must assess the mental and physical capacities of the child. The age or development of the child may preclude electronically recording the interview. It may be appropriate to electronically record the questions being asked by the CPS worker and to describe, either verbally or in writing, the child's responses.

- **Exception: The child refuses to participate in the interview if electronic recording occurs**

The interview with the child should not be jeopardized because the child refuses to be electronically recorded. If the child refuses to be electronically recorded, the CPS worker should explore the child's reasons and discuss those reasons with the child. If the child still refuses to participate in an electronically recorded interview, then the CPS worker must not electronically record the interview. The CPS worker shall document the reasons why the child refused to be electronically recorded.

- **Exception: In the context of a team investigation, the team or team leader determines that electronic recording is not appropriate**

If a complaint or report of abuse or neglect is being investigated in conjunction with a multidisciplinary team, then the multidisciplinary team should make the decision to electronically record the interview with the alleged victim child based on the specific child and referral. A team investigation includes a joint investigation with the Commonwealth's Attorney office or law enforcement.

- **Exception: The victim provided new information as part of a family assessment**

If the victim provides new information during a family assessment resulting in an investigation and it would be detrimental to re-interview the victim, the CPS worker shall provide a detailed narrative of the interview in the investigation record and document this exception to electronically recording the victim interview.

5.5.5.3 Each interview with the alleged victim child must be electronically recorded

Each interview with the alleged victim child must be electronically recorded unless one (1) of the above mentioned exceptions to electronically recording the interview applies. When an interview is not electronically recorded for any reason, the CPS worker shall complete a detailed summary of the interview, including the reasons for not recording the interview and the supervisory consultation for this decision and enter the information into the automated case record.

5.5.5.4 Notify the child's parents or caretakers that interview was electronically recorded

While there is no provision in the Code of Virginia or the VAC that requires an LDSS to inform the child's parents that the interview was electronically recorded, the LDSS should notify the mother, father or guardians of the alleged victim child about the interview and that the interview was electronically recorded.

The LDSS should explain to the mother, father or guardians that § [63.2-1518](#) of the Code of Virginia allows the CPS worker to interview the alleged victim child without the consent of the parents and [22VAC40-705-80](#) of the VAC requires the interview to be electronically recorded.¹

5.5.5.5 Parents or caretakers object to electronically recorded interview

There is no provision in the VAC allowing an exception to electronic recording when the mother, father or guardians object to the LDSS electronic recording the interview of the alleged victim child. The CPS worker should explore the foundation for the parents' objection. The objection to the electronic recording may satisfy one of the enumerated exceptions to electronic recording.

5.5.5.6 Equipment malfunction

[22VAC40-705-80 B1](#) provides that a CPS finding may be based on the written narrative should equipment failure occur. If an interview of an alleged victim child is not electronically recorded because of equipment malfunction, then the CPS worker shall write a detailed narrative of the interview and include that narrative in the record.

¹ VA Code § [63.2-1518](#) provides any person required to make a report of abuse or neglect with the authority to talk to a child suspected of being abused or neglected outside the presence of the child's parents, guardian, other person standing in loco parentis or school personnel. [22 VAC 40-705-80 B](#) requires that any interview by a CPS worker with an alleged victim child be electronically recorded.

5.5.6 CPS worker determines who may be present during child interview

(22VAC40-730-80). Contact with the alleged victim child. The CPS worker shall interview the alleged victim child and shall determine along with a regulatory staff person or facility administrator or designee who may be present in the interview. Where there is an apparent conflict of interest, the local department shall use discretion regarding who is to be included in the interview.

When the CPS worker is conducting an interview with the alleged victim child, the CPS worker shall determine who may be present during the interview, taking into consideration both the comfort of the child and other parties' need to have first-hand information. The CPS agency has the final authority over who may be present if there is no consensus between CPS worker, regulatory staff, and/or facility administrator or designee when issues arise such as the discomfort of the interviewee or an apparent conflict of interest.

5.5.7 Notify parents or guardian of the child

The mother and father, guardian or agency holding custody should be informed of their child's interview and the investigative process in advance; when this is not practical, they shall be informed as quickly as possible after the interview.

The investigative process should be explained to the child's parents, guardian, or agency holding custody. The child's mother and father, guardian or agency holding custody should be interviewed to obtain information about the child and about their knowledge of the allegations and the facility.

The child's mother, father, guardian, or agency holding custody should be kept informed of sufficient information to involve them in planning and support for the child.

5.5.8 Interview alleged abuser or neglecter

(22VAC40-730-90). Contact with the alleged abuser or neglecter.

A. The CPS worker shall interview the alleged abuser or neglecter according to a plan developed with the regulatory staff person, facility administrator, or designee. Where there is an apparent conflict of interest, the local department shall use discretion regarding who is to be included in the interview. At the onset of the initial interview with the alleged abuser or neglecter, the CPS worker shall notify him in writing of the general nature of the complaint and the identity of the alleged victim child to avoid any confusion regarding the purpose of the contacts.

B. The alleged abuser or neglecter has the right to involve a representative of his choice to be present during his interviews.

The alleged abuser or neglecter shall be given written notice of the CPS report, "[Child Protective Services: A Guide to Investigative Procedures in Out of Family Settings.](#)"

5.5.8.1 Inform alleged abuser or neglecter of right to electronically record interview

([22VAC40-705-80 B4a](#)). The child protective services worker shall inform the alleged abuser or neglecter of his right to electronically record any communication pursuant to [§ 63.2-1516](#) of the Code of Virginia.

5.5.8.2 Law enforcement or Commonwealth's Attorney objects to informing the alleged abuser or neglecter of his right to record the interview

A law enforcement officer or the Commonwealth's Attorney may object to the LDSS informing the alleged perpetrator of his right to electronically record an interview. If a law-enforcement officer or a Commonwealth's Attorney objects, then the LDSS shall not advise the alleged perpetrator of that right. This objection applies when the Commonwealth's Attorney or the law enforcement officer believes that the instruction will compromise the investigation of any criminal charges.

This objection must be documented in the child welfare information system.

5.5.8.3 LDSS shall provide recording equipment upon request

([22VAC40-705-80 B4b](#)). If requested by the alleged abuser or neglecter the local department shall provide the necessary equipment in order to electronically record the interview and retain a copy of the electronic recording.

The CPS worker must be prepared to provide the equipment should the alleged abuser or neglecter elect to electronically record the interview. The LDSS must provide a copy of the electronically recorded interview to the alleged abuser or neglecter upon request.

5.5.8.4 Use of statements as evidence

The Code of Virginia [§ 63.2-1503 M](#) provides that statements made by the alleged abuser or neglecter to the investigating CPS worker after the alleged abuser or neglecter has been arrested are not admissible in any criminal proceedings unless the alleged abuser or neglecter was advised of his rights against self-incrimination. If a person suspected of abuse or neglect is arrested, that person must be advised of his rights against self-incrimination or any subsequent statements made by the person cannot be used during the criminal proceedings. This section of the Code of Virginia only pertains to the admissibility in criminal proceedings of statements made by the alleged abuser or neglecter

after that person has been arrested. This section of the Code of Virginia does not pertain to the use of any statements made by the alleged abuser or neglector in determining whether the complaint or report is founded or unfounded. While certain statements made by the alleged abuser or neglector may not be admissible in a court of law, there is no specific exclusion to the LDSS using those statements in determining a founded or unfounded disposition.

5.5.9 Interview collateral children

(22VAC40-730-100). Contact with collateral children. The CPS worker shall interview non-victim children as collaterals if it is determined that they may have information which would help in determining the finding in the valid complaint. Such contact should be made with prior consent of the non-victim child's parent, guardian or agency holding custody. If the situation warrants contact with the non-victim child prior to such consent being obtained, the parent, guardian or agency holding custody should be informed as soon as possible after the interview takes place.

5.5.10 Observe environment where the alleged abuse or neglect occurred

(22VAC40-705-80 B7). The child protective services worker shall observe the site where the alleged incident took place.

5.6 Assess safety

The VAC provides regulatory authority to conduct the safety assessment in OOF investigations:

(22VAC40-730-30). If the complaint information received is such that the local department is concerned for the child's immediate safety, contact must be initiated with the facility administrator immediately to ensure the child's safety. If, in the judgment of the child protective services worker, the situation is such that the child or children should be immediately removed from the facility, the parent or parents, guardian or agency holding custody shall be notified immediately to mutually develop a safety plan which addresses the child's or children's immediate safety needs.

The safety assessment focuses on the child and the child's immediate needs. Factors to consider when assessing the immediate situation of the child include:

- Whether the child has sustained a mental or physical injury warranting immediate attention or care;
- Whether an emergency or crisis situation exists meriting immediate action to protect the child;

- Whether the child is at risk of serious abuse or neglect in the near future.

5.6.1 Assess immediate needs of the family or facility

After assessing the immediate safety needs of the child, the worker must evaluate the immediate needs of the family or facility. Factors to consider include:

- If the child has been injured or harmed, whether the family or facility has the capabilities or capacity to protect the child from further harm;
- Whether an emergency or crisis situation exists and the family's or facility's ability to cope;

5.6.2 Assess immediate danger to the other children in the family or facility

After assessing the immediate safety needs of the child and family or facility, the worker must evaluate the immediate needs of any other children in the care of the family or facility. Factors to consider include:

- Whether any other child in the family or facility has sustained a mental or physical injury warranting immediate attention or care
- Whether any other children are at risk of harm or danger
- Whether an emergency or crisis situation exists meriting immediate action to protect the other child(ren) in the home or facility
- Whether the family or facility has the capability or capacity to protect other children from further harm;

5.6.3 Make safety decision

After safety and protective factors have been assessed, the CPS worker must make a decision about the safety of the child(ren) in the home or facility. The safety decision should be made on the basis of the needs of the least safe child in the home or facility, if there is more than one (1) child. One of the following safety decisions must be determined and documented in the child welfare information system and shared with the family or facility.

- **SAFE.** There are no children likely to be in immediate danger of serious harm at this time. No safety plan is required.
- **CONDITIONALLY SAFE.** Protective safety interventions have been taken and have resolved the unsafe situation for the present time. A safety plan is required to document the interventions.

- **UNSAFE.** Without controlling intervention(s) a child is in immediate danger of serious harm. A court order is required to document intervention.

5.6.4 Emergency removal of child in OOF investigations

If the CPS worker is concerned for the child's immediate safety and the situation is such that the child should be immediately removed from the facility, the mother, father, guardian or agency holding custody and the facility administrator shall be notified immediately to mutually develop a safety plan providing for the child's safety. Written notification shall be provided to the mother, father, guardian or agency holding custody and the facility at the time of the removal.

[\(22VAC40-730-40\)](#). The authority of the local department to investigate valid complaints of alleged child abuse or neglect in regulated facilities overlaps with the authority of the public agencies which have regulatory responsibilities for these facilities to investigate alleged violations of standards.

[\(22VAC40-730-40.1\)](#). For valid complaints in state regulated facilities and religiously exempted child day programs, the local department shall contact the regulatory authority and share the valid complaint information. The regulatory authority will appoint a staff person to participate in the investigation to determine if there are regulatory concerns.

5.7 Risk assessment and disposition

5.7.1 Risk assessment

[\(22VAC40-705-110 B\)](#) In all completed family assessments and investigations, the child protective services worker shall conduct a risk assessment to determine whether or not the child is in jeopardy of future abuse or neglect and whether or not intervention is necessary to protect the child.

The decision on risk of future harm should be based on the assessment of individual, family, facility, and other risk factors. Any identified services for the family or caretaker should be based on the needs identified, which is documented in the automated information system. The outcome of the risk assessment will influence the type and intensity of services to be provided. One of these outcomes must be documented in the child welfare information system.

- **Low.** The assessment of risk related factors indicates that there is a low likelihood of future abuse or neglect and no further intervention is necessary.
- **Moderate.** The assessment of risk related factors indicates that there is a moderate likelihood of future abuse or neglect and minimal intervention may be needed.

- **High.** The assessment of risk related factors indicates that there is a high likelihood of future abuse or neglect without intervention.
- **Very High.** The assessment of risk-related factors indicates there is a very high likelihood of future abuse or neglect without intervention.

5.7.2 Disposition and consult with CPS Regional Consultant

The CPS worker and supervisor must consult with CPS regional consultant prior to making a finding and notifying the alleged abuser/neglector of the disposition. This shall not interfere with the requirement to complete the investigation in the legislatively mandated time frame of 45 days. (60 or 90 days when an extension is documented to be necessary)

[\(22VAC40-705-10\)](#). "Disposition" means the determination of whether or not child abuse or neglect has occurred.

[\(22VAC40-705-110.C\)](#). In investigations, the child protective services worker shall make a disposition of either founded or unfounded as defined in [22VAC40-705-10](#) after collecting and assessing information about the alleged abuse or neglect.

After collecting evidence and before expiration of the time frames for completing the investigation, the CPS worker shall determine the disposition. The VAC provides the definition of disposition.

5.7.2.1 Unfounded disposition

The definition of an unfounded disposition as defined in the VAC is:

[\(22VAC40-705-10\)](#). "Unfounded" means that a review of the facts does not show by a preponderance of the evidence that child abuse or neglect occurred.

However, an unfounded disposition may not mean that abuse or neglect did not occur, but rather that the evidence obtained during the investigation did not reach the preponderance level.

5.7.2.2 Founded disposition

The definition of a founded disposition is found in the VAC:

[\(22VAC40-705-10\)](#) "Founded" means that a review of the facts shows by a preponderance of the evidence that child abuse or neglect has occurred. A determination that a case is founded shall be based primarily on first source evidence; in no instance shall a determination that a case is founded be based solely on indirect evidence or an anonymous complaint.

See [Appendix E](#) for a sample format for documenting a founded dispositional assessment in the child welfare information system.

5.7.2.2.1 Preponderance of the evidence

The VAC defines a preponderance of the evidence as:

[\(22VAC40-705-10\)](#). "Preponderance of evidence" means just enough evidence to make it more likely than not that the asserted facts are true. It is evidence which is of greater weight or more convincing than the evidence offered in opposition.

As the standard of proof in making a founded disposition of abuse or neglect, a preponderance of the evidence means that the evidence offered in support of the allegation is of greater weight than the evidence offered in opposition. The evidence gathered should be evaluated by its credibility, knowledge offered and information provided.

Proof of one or more of the following factors, linking the abuse or neglect to the alleged abuser or neglector, may constitute preponderance of evidence:

- Medical or psychological information from a licensed medical professional or other treatment professional that indicates that child abuse/neglect occurred.
- An admission by the alleged abuser/neglector.
- The statement of a credible witness or witnesses regarding the abuse or neglect.
- The victim child's statement that the abuse occurred. In assessing the weight to be given to the child's statement, consider:
 - level of detail described;
 - emotional/cognitive developmental level of the child;
 - consistency of statements if more than one interview is conducted;
 - corroboration of statement by other circumstances and/or witnesses;
 - secrecy- child instructed, asked, or threatened to keep the sexual abuse a secret; or

- coercion- child reports elements of coercion, persuasion, or threats by the alleged abuser to engage in the sexual abuse.
- Circumstantial evidence, or indirect evidence, which links the alleged abuser or neglecter to the abuse or neglect.

5.7.2.2.2 First source, direct and indirect evidence

First source evidence and indirect evidence are defined in the VAC:

[\(22VAC40-705-10\)](#) "First source" means any direct evidence establishing or helping to establish the existence or nonexistence of a fact. Indirect evidence and anonymous complaints do not constitute first source evidence.

"Indirect Evidence" means any statement made outside the presence of the child protective services worker and relayed to the child protective services worker as proof of the contents of the statement.

In no instance can a founded disposition be based solely on indirect evidence or an anonymous complaint.

- **First source or direct evidence.** First source or direct evidence means evidence that proves a fact, without an inference or presumption, and which in itself, if true, conclusively establishes that fact. First source evidence includes the parties and witnesses to the alleged abuse or neglect. First source evidence also includes: witness depositions; police reports; photographs; medical, psychiatric and psychological reports; and any electronic recordings of interviews.
- **Direct evidence** may include witnesses or documents. For example, first source evidence would include a witness who actually saw the alleged act or heard the words spoken. First source evidence would also include the examining physician's report establishing that the child sustained a spiral fracture.
- **Indirect evidence.** Indirect evidence, also known as circumstantial evidence, is evidence based on inference and not on personal knowledge or observation.⁶ Indirect evidence relies upon inferences and presumptions to prove an issue in question and may require proving a chain of circumstances pointing to the existence or non-existence of certain facts.

5.7.2.2.3 Credibility of evidence

There is no clear distinction between the reliability and credibility of first source evidence and indirect evidence. It remains incumbent upon the LDSS to weigh the credibility of all the evidence when determining a disposition. Indirect evidence may be used in support of a founded disposition; however, indirect evidence cannot be the sole basis for the disposition.

5.7.2.3 Determine level of founded disposition

A founded disposition must be categorized into one of three levels. Categorization is dependent on the nature of the act and the seriousness of the harm or threatened harm to the child as a result of maltreatment. In all founded cases, there may be circumstances influencing the severity of the abusive or neglectful incident. The circumstances may increase or decrease the severity of harm or threatened harm.

The level for a founded disposition must be supported by a preponderance of the evidence. The evidence supporting the level must be documented in the record. The facts supporting the level will relate to the type and pattern of abuse/neglect, the vulnerability of the child, the effect or potential effect of the abuse/neglect, and the action or inaction of the caretaker.

5.7.2.3.1 Level 1

([22VAC40-705-110.D1](#)) Level 1. This level includes those injuries or conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child.

Examples of injuries or conditions that resulted in or were likely to have resulted in serious harm include but are not limited to:

- For physical abuse:
 - the situation requires medical attention in order to be remediated;
 - the injury may be to the head, face, genitals, or is internal and located near a vital organ;
 - injuries located in more than one place;
 - injuries were caused by the use of an instrument such as a tool or weapon;
 - an inappropriate drug was administered or a drug was given in an inappropriate dosage; or

- child exposed to the production or sale of methamphetamine or other drug and is not able to self-protect.
- For neglect situations:
 - the condition would be one where the child's minimal needs are rarely met for food, clothing, shelter, supervision, or medical care;
 - the child is frequently unsupervised or unprotected;
 - the child is left by the caretaker with no plan for the child's care or no information about the caretaker's whereabouts or time for return; or
 - a young child is left alone for any period of time.
- For mental abuse or neglect:
 - the child has engaged in self-destructive behavior;
 - has required psychiatric hospitalization;
 - has required treatment for severe dysfunction;
 - presents a danger to self or others; or
 - problems related to the caretaker behavior.
- For sexual abuse:
 - the situation would be one where there was genital contact;
 - force or threat was used; or
 - the abuse had taken place over a period of time and there were multiple incidents.
- For medical neglect:
 - caretaker failed to provide medical care in a life threatening situation; or
 - a situation that could reasonably be expected to result in a chronic debilitating condition.

- For non-organic failure to thrive: the syndrome is considered to be a form of physical or emotional maltreatment. (refer to physical or mental abuse or neglect above)

5.7.2.3.2 Level 2

([22VAC40-705-110 D2](#)). Level 2. This level includes those injuries or conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child.

Examples of injuries or conditions that resulted in or were likely to have resulted in moderate harm include but are not limited to:

- For physical abuse:
 - the injury necessitates some form of minor medical attention;
 - injury on torso, arms, or hidden place (such as arm pits);
 - use of tool that is associated with discipline such as a switch or paddle; or
 - exposure to the production or sale of methamphetamine or other drugs and the child may not be able to self-protect.
- For neglect situations:
 - the condition would be one where the child's minimal needs are sporadically met for food, clothing, shelter, supervision, or medical care; or
 - a pattern or one-time incident related to lack of supervision caused or could have caused moderate harm.
- For mental abuse or neglect:
 - the situation would be one where the child's emotional needs are rarely met; or
 - the child's behavior is problematic at home or school.
- For sexual abuse:
 - minimal or no physical touching but could be exposure to masturbation, exhibitionism, etc.;

- caretaker makes repeated sexually provocative comments to the child; or
- child is exposed to pornographic materials.
- For medical neglect:
 - the situation is one in which a doctor has prescribed care to eliminate pain or remedy a condition but the caretaker has not followed through with appointments or recommendations; or
 - the child's condition is not acute or life threatening but could be detrimental to the child's mental or physical health.

For non-organic failure to thrive, the syndrome is considered to be a form of physical or emotional maltreatment. (refer to physical or mental abuse or neglect above)

5.7.2.3.3 Level 3

([22VAC40-705-110 D3](#)). Level 3. This level includes those injuries or conditions, real or threatened, that result in minimal harm to a child.

Examples of injuries or conditions that resulted in or were likely to have resulted in minimal harm include but are not limited to:

- For physical abuse:
 - the situation requires no medical attention for injury;
 - minimal exposure to the production or sale of methamphetamine or other drugs.
- For physical neglect:
 - child's minimal needs inconsistently met for food, clothing, shelter, supervision, or medical care; or
 - supervision marginal which poses a threat of danger to child.
- For mental abuse or neglect the situation would be one where the child's emotional needs are met sporadically with evidence of some negative impact on the child's behavior.
- For sexual abuse:
 - there was no or minimal physical touching;

- exposure to sexual acts such as masturbation, exhibitionism, etc.; or
- caretaker's actions or behavior, such as making sexually suggestive comments to the child, causes or creates a threat of minimal harm to the child.
- For medical neglect, the situation may be one in which the child's life is not in danger, the child is not experiencing discomfort at this time, but the medical authority reports medical treatment is needed to avoid illness or developmental delay.
- For non-organic failure to thrive, the syndrome is considered to be a form of physical or emotional maltreatment. (refer to physical or mental abuse or neglect above)

5.8 Concerns for other children in the care of the alleged abuser/neglector

In certain OOF investigations, the type or extent of abuse or neglect may increase the concern for other children in the care of the alleged abuser or neglector including children in the alleged abuser or neglector's household or other workplace or OOF setting.

If the information gathered during the investigation gives the LDSS a concern for the safety of other children in the care of the alleged abuser, then the LDSS may wish to consult with legal counsel to determine what additional actions may be needed and permitted. These could include, but are not limited to, new referrals for investigations/assessments, voluntary family service cases, notification to other OOF settings, referral to the regulatory agency, and consultation with law enforcement.

5.9 Notifications for OOF investigations

Refer to [Part 4, Family Assessment and Investigation](#), for notification requirements for all CPS investigations. There are additional notifications required in OOF investigations in designated settings.

5.9.1 Release of information in joint investigations with law enforcement

(§[63.2-1516.1](#))B. In all cases in which an alleged act of child abuse or neglect is also being criminally investigated by a law-enforcement agency, and the local department is conducting a joint investigation with a law-enforcement officer in regard to such an alleged act, no information in the possession of the local department from such joint investigation shall be released by the local department except as authorized by the investigating law-enforcement officer or his supervisor or the local attorney for the Commonwealth.

5.9.2 Consult with regional consultant

([22VAC40-730-60](#)) C. At the conclusion of the investigation the local agency shall contact the department's regional CPS coordinator to review the case prior to notifying anyone of the disposition. The regional coordinator shall review the facts gathered and policy requirements for determining whether or not abuse or neglect occurred. However, the statutory authority for the disposition rests with the local agency. This review shall not interfere with the requirement to complete the investigation in the legislatively mandated time frame.

The CPS worker and supervisor shall consult with the regional consultant to review the investigation finding before notifying anyone of the disposition. Although the LDSS is responsible to make the investigation disposition, the regional consultant shall review the investigation and provide technical assistance if needed to ensure the LDSS has conducted the investigation according to CPS regulations and guidance. This may be done by sending an e-mail and including a brief case summary and justification for the final disposition.

5.9.3 Notification to Interstate Compact on the Placement of Children (ICPC)

When applicable, at the conclusion of all investigations, regardless of disposition, notify [Interstate Compact for the Placement of Children](#) (ICPC) of the results. The CPS worker shall document this notification in the state child welfare information system.

5.9.4 Written notification to alleged abuser/neglector

See [Appendix D](#) for sample letters of notification to the alleged abuser or neglector.

5.9.4.1 Unfounded disposition

([§ 63.2-1514 B](#) of the Code of Virginia) [continued] *The record of unfounded investigations that involved reports of child abuse or neglect shall be purged three years after the date of the complaint or report if there are no subsequent complaints or reports regarding the same child or the person who is the subject of the complaint or report within such three-year period.*

The alleged abuser or neglector shall be notified in writing that the complaint was determined to be unfounded. A copy of the notification shall be filed in the record and documented in the child welfare information system. The notification shall include the length of time the CPS report will be retained in the child welfare information system; the individual's right to request the record be retained for an additional period; and the right to access information about himself in the investigative record.

Although verbal notification of an unfounded investigation is not required by regulation, CPS workers are encouraged to discuss the outcome of the investigation as well as any services the family may need or request.

5.9.4.2 Founded disposition

The written notification to the abuser or neglector of the founded disposition(s) must be in a letter and a copy must be included in the case record.

The letter must include:

- Summary of the investigation and an explanation of how the information gathered supports the disposition.
- A clear statement that the individual is the abuser and/or neglector.
- The category of abuse or neglect.
- The disposition, level, and retention time, including statement about effect of multiple complaints on retention.
- The name of the victim child or children.
- A statement informing the abuser of his or her right to appeal the finding and to have access to the case record.
- A statement informing the abuser that pursuant to § [63.2-1505 \(7\)](#) of the Code of Virginia, if the abuser is a teacher in a public school division in Virginia, the local school board shall be notified of the founded disposition.

The abuser or neglector must be informed of his right to appeal the founded disposition. This must be done verbally and in writing as soon as the disposition is reached. In addition, the abuser or neglector must be given a brochure, "[Child Protective Services Appeals and Fair Hearings](#)" that outlines the administrative appeal process. The LDSS must document in the child welfare information system that the abuser or neglector was given the appeal brochure and was informed verbally of his or her appeal rights.

LDSS are encouraged to send the disposition letter by certified mail as further documentation of the notification to the abuser or neglector.

5.9.4.2.1 Additional notification to alleged abuser in certain founded sexual abuse investigations

The Code of Virginia § [63.2-1514](#) A requires that all records related to founded cases of child sexual abuse involving injuries or conditions, real or

threatened, that result in or were likely to have resulted in serious harm to a child shall be maintained by the LDSS for a period of 25 years from the date of the complaint. All investigation records founded on or after July 1, 2010 for sexual abuse investigations level 1 shall be maintained by the LDSS 25 years from the date of the complaint. This retention timeframe will not be reflected in the Central Registry past the purge dates set out in [22 VAC 40-705-130 B3](#).

For all sexual abuse investigations founded level 1 on or after July 1, 2010, the written notification shall include a statement informing the alleged abuser that the investigation record shall be maintained by the LDSS for 25 years past the date of the complaint pursuant to [§ 63.2-1514 A](#) of the Code of Virginia; however, this retention time will not be reflected in the Central Registry past the purge date of 18 years as set out in [22 VAC 40-705-130 B4](#).

5.9.4.2.2 Notify abuser or neglector verbally

The verbal notification to the abuser or neglector of the founded disposition(s) should include the disposition, level, and retention time, including effect of multiple complaints on retention and inform the abuser of his or her right to appeal to finding and to have access to the case record. The worker must document in the child welfare information system, the date the verbal notification took place. If the verbal notification did not occur, the CPS worker should document the reasons in the child welfare information system.

5.9.5 Notification to facility administrator and regulatory staff

[\(22 VAC 40-730-110\)](#). Report the findings. Written notification of the findings shall be submitted to the facility administrator or designee and the regulatory staff person involved in the investigation, if applicable, at the same time the alleged abuser or neglector is notified.

If the facility administrator is the abuser or neglector, written notification of the findings shall be submitted to his superior if applicable.

The CPS worker shall provide a verbal notification of the disposition and a written report of the findings to the facility administrator and, if applicable, to the involved regulatory staff person, the local approval agent and/or the Superintendent in a public school, as soon as practicable after the disposition is made.

This report of the findings shall include:

- Identification of the alleged abuser or neglector and victim, the type of abuse or neglect, and the disposition.

- A summary of the investigation and an explanation of how the information gathered supports the disposition.

5.9.5.1 Notification for school employees

In OOF investigations involving school employees, the LDSS shall provide additional notifications pursuant to §§ [63.2-1503 P](#) and [63.2-1505 B\(7\)](#) of the Code of Virginia. See [Section 5.10.31.1](#) and [Section 5.10.3.2](#) for specific information.

5.9.6 Notification to parent, guardian, or custodial agency of victim child

[\(22 VAC 40-705-140 C2\)](#). When the disposition is founded, the child protective services worker shall inform the parents or guardian of the child in writing, when they are not the abuser or neglector, that the complaint involving their child was determined to be founded and the length of time the child's name and information about the case will be retained in the Central Registry. The child protective services worker shall file a copy in the case record.

The mother and father, guardian or custodial agency of the child shall be notified in writing of the disposition of the complaint involving their child. Verbal notification and explanation of the findings are also required. The worker may use discretion in determining the extent of investigative findings to be shared; however, sufficient detail must be provided for the child's custodian to know what happened to his child and to make plans for any needed support and services.

The Code of Virginia § [63.2-1515](#) requires that when the child has been abused in certain OOF settings the parental notification must advise the parents that the child's name will only be retained in the Central Registry if the parent or guardian grants permission within 30 days of the supervisory approval of the findings.

The notification letter to mother and father, guardian or custodial agency must include the following information:

"If you want your child's name to remain in the Central Registry for as long as the record of the investigation is retained, send a letter to the CPS Unit, Virginia Department of Social Services, 801 East Main Street, Richmond, Virginia 23219. Include your child's name, date of birth, address, and description of the relationship of the abuser to the child."

When the mother, father, guardian or custodial agency requests the child's name to be retained, the disposition level will determine the purge date for the identifying information on the child.

See [Appendix D](#) for sample letters of notification to parents, guardian or legal guardian.

5.9.7 Document all notifications in the automated data system

Each written notification shall be documented in the child welfare information system, identifying all recipients, and identifying where a copy of each written notification can be found.

5.9.8 All other inquiries referred to facility administrator

The CPS worker must refer any inquiries about the findings to the facility administrator or his superior and, when applicable, to the regulatory authority.

5.9.9 Notify Family Advocacy Program

The Code of Virginia § 63.2-1503 N establishes the authority for the LDSS to share CPS information with family advocacy representatives of the United States Armed Forces.

(§ 63.2-1503 N of the Code of Virginia) Notwithstanding any other provision of law, the local department, in accordance with Board regulations, shall transmit information regarding reports, complaints, family assessments, and investigations involving children of active duty members of the United States Armed Forces or members of their household to family advocacy representatives of the United States Armed Forces.

Effective July 1, 2017: at the conclusion of all investigations (founded and unfounded dispositions), the LDSS shall notify the Family Advocacy Program representative and provide the final disposition, the type(s) of abuse or neglect, the identity of the abuser or neglecter and any recommended services. These notifications allow for coordination between CPS and the Family Advocacy Program and are intended to facilitate identification, treatment and service provision to the military family. For additional information about the Family Advocacy Program, contact information for a particular branch of the military or a specific installation, click [here](#).

- Written notification to Family Advocacy shall be made upon completion of an investigation resulting in an unfounded disposition.
- The Family Advocacy Program representative shall be notified in writing within 30 days after all administrative appeal rights of the abuser or neglecter have been exhausted or forfeited for all investigations with a founded disposition.
- Written notification to abuser or neglecter.

The abuser or neglecter shall be advised that this information is being provided to the Family Advocacy Program and shall be given a copy of the written notification sent to the Family Advocacy Program. These notifications shall be documented in the child welfare information system.

5.9.10 Founded disposition on a foster parent

([22 VAC 40-705-140 B2](#)). When the abuser or neglector in a founded disposition is a foster parent of the victim child, the local department shall place a copy of this notification letter in the child's foster care record and in the foster home provider record.

5.10 Conduct investigations involving public school employees

The Code of Virginia sets out special conditions when investigating complaints of abuse or neglect by public school employees in their official or professional capacity.

([§ 63.2-1511](#)). A. If a teacher, principal or other person employed by a local school board or employed in a school operated by the Commonwealth is suspected of abusing or neglecting a child in the course of his educational employment, the complaint shall be investigated in accordance with [§§ 63.2-1503](#), [63.2-1505](#), and [63.2-1516.1](#). Pursuant to [§ 22.1-279.1](#), no teacher, principal or other person employed by a school board or employed in a school operated by the Commonwealth shall subject a student to corporal punishment. However, this prohibition of corporal punishment shall not be deemed to prevent (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control; (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property; (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself; (iv) the use of reasonable and necessary force for self-defense or the defense of others; or (v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are upon the person of the student or within his control. In determining whether the actions of a teacher, principal or other person employed by a school board or employed in a school operated by the Commonwealth are within the exceptions provided in this section, the local department shall examine whether the actions at the time of the event that were made by such person were reasonable.

B. For purposes of this section, "corporal punishment," "abuse," or "neglect" shall not include physical pain, injury or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control as permitted in clause (i) of subsection A or the use of reasonable and necessary force as permitted by clauses (ii), (iii), (iv), and (v) of subsection A, or by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

C. If, after an investigation of a complaint under this section, the local department determines that the actions or omissions of a teacher, principal, or other person employed by a local school board or employed in a school operated by the Commonwealth were within such employee's scope of employment and were taken in good faith in the course of supervision, care, or discipline of students, then the standard in determining if a report of abuse or neglect is founded is whether such acts or omissions constituted gross negligence or willful misconduct.

5.10.1 Additional requirements

CPS allegations against public school employees have additional considerations which go beyond the normal procedures and requirements for CPS investigations. See [Appendix A: Guide for Assessing Applicability of § 63.2-1511 in CPS Out-of-Family Investigations of School Employees](#) for further information.

5.10.1.1 Establish additional validity requirement

In addition to the four validity criteria for all CPS complaints or reports, pursuant to Code of Virginia [§ 63.2-1511 B](#), the LDSS shall consider whether the school employee used reasonable and necessary force to maintain order and control. The use of reasonable and necessary force does not constitute a valid CPS report.

5.10.1.2 “Gross negligence” or “willful misconduct” for founded disposition

When the investigation is completed, the standard to make a founded disposition in addition to the preponderance of the evidence is whether such acts or omissions constituted “gross negligence” or “willful misconduct.” Otherwise, such acts should be considered within the scope of employment and taken in good faith in the course of supervision, care or discipline of students.

The Supreme Court of Virginia defines “gross negligence” as “that degree of negligence which shows indifference to others as constitutes an utter disregard of prudence amounting to a complete neglect of the safety of [another]. It must be such a degree of negligence as would shock fair minded [people] although something less than willful recklessness.”²

The term “willful misconduct” is not commonly used, rather the most common term is “willful and wanton conduct,” which the Supreme Court of Virginia defines as follows:

In order that one may be [found to have committed] willful [sic] or wanton conduct, it must be shown that he was conscious of his conduct, and conscious, from his knowledge of existing conditions, that injury would likely or probably result from his conduct, and that with reckless indifference to consequences he consciously and intentionally did some wrongful act or omitted some known duty which produced the injurious result.³

² Ferguson v. Ferguson, 212 Va. 86, 92, 181 S.E.2d 648, 653 (1971); see also Meagher v. Johnson, 239 Va. 380, 383, 389S.E.2d 310, 311(1990).

³ Infant C. v. Boy Scouts of America, 239 Va. 572, 581, 391 S.E.2d 322, (1990).

The term “willful misconduct” is most often used in Workers’ Compensation cases. It refers to the behavior of the injured employee and usually means that the employee violated a rule or directive of the employer and that action led to the injury.

The courts have used the term “willful misconduct” in discussing cases of gross negligence. This definition of “willful and wanton conduct” is used to define “willful misconduct” in this manual. See [Appendix A: Guide for Assessing Applicability of § 63.2-1511 in CPS Out-of-Family Investigations of School Employees](#) for further information.

See [Appendix E](#) for a sample format for documenting a founded dispositional assessment. [Section 5.17.7](#) provides additional information to be included when making a finding on a school employee.

5.10.1.3 Mandatory timeframe to make disposition

Effective July 1, 2015, [§ 63.2-1505](#) mandates the LDSS to make the final disposition of any report involving a public school employee within the established timeframes. The finding must be completed and approved in the child welfare information system and notification made to the alleged abuser or neglecter according to the timeframes outlined in [§ 63.2-1505 B5](#).

([§ 63.2-1505 B5](#)). 5. Determine within 45 days if a report of abuse or neglect is founded or unfounded and transmit a report to such effect to the Department and to the person who is the subject of the investigation. However, upon written justification by the local department, the time for such determination may be extended not to exceed a total of 60 days or, in the event that the investigation is being conducted in cooperation with a law-enforcement agency and both parties agree that circumstances so warrant, as stated in the written justification, the time for such determination may be extended not to exceed 90 days. If through the exercise of reasonable diligence the local department is unable to find the child who is the subject of the report, the time the child cannot be found shall not be computed as part of the total time period allowed for the investigation and determination and documentation of such reasonable diligence shall be placed in the record. In cases involving the death of a child or alleged sexual abuse of a child who is the subject of the report, the time during which records necessary for the investigation of the complaint but not created by the local department, including autopsy or medical or forensic records or reports, are not available to the local department due to circumstances beyond the local department's control shall not be computed as part of the total time period allowed for the investigation and determination, and documentation of the circumstances that resulted in the delay shall be placed in the record. In cases in which the subject of the

investigation is a full-time, part-time, permanent, or temporary employee of a school division who is suspected of abusing or neglecting a child in the course of his educational employment, the time period for determining whether a report is founded or unfounded and transmitting a report to that effect to the Department and the person who is the subject of the investigation shall be mandatory, and every local department shall make the required determination and report within the specified time period without delay;

5.10.2 Additional procedures for investigations involving public school employees

In addition to the investigation procedures and requirements for other OOF investigations noted in this chapter and in [Chapter 4, Family Assessment and Investigation](#), there are additional procedures applicable to reports involving public school employees.

(§ [63.2-1516.1](#)). Investigation procedures when school employee is subject of the complaint or report.

A. Except as provided in subsection B of this section, in cases where a child is alleged to have been abused or neglected by a teacher, principal or other person employed by a local school board or employed in a school operated by the Commonwealth, in the course of such employment in a nonresidential setting, the local department conducting the investigation shall comply with the following provisions in conducting its investigation:

1. The local department shall conduct a face-to-face interview with the person who is the subject of the complaint or report.
2. At the onset of the initial interview with the alleged abuser or neglecter, the local department shall notify him in writing of the general nature of the complaint and the identity of the alleged child victim regarding the purpose of the contacts.
3. The written notification shall include the information that the alleged abuser or neglecter has the right to have an attorney or other representative of his choice present during his interviews. However, the failure by a representative of the Department of Social Services to so advise the subject of the complaint shall not cause an otherwise voluntary statement to be inadmissible in a criminal proceeding.

5.10.3 Additional notifications

(§ [63.2-1516.1](#)). 4. Written notification of the findings shall be submitted to the alleged abuser or neglecter. The notification shall include a summary of the investigation and an explanation of how the information gathered supports the disposition.

5. The written notification of the findings shall inform the alleged abuser or neglecter of his right to appeal.

6. The written notification of the findings shall inform the alleged abuser or neglecter of his right to review information about himself in the record with the following exceptions:
 - a. The identity of the person making the report.
 - b. Information provided by any law-enforcement official.
 - c. Information that may endanger the well-being of the child.
 - d. The identity of a witness or any other person if such release may endanger the life or safety of such witness or person.

5.10.3.1 Notify local school board when abuser is an employee

Pursuant to [§ 63.2-1505](#) of the Code of Virginia, if at the time of the investigation or the conduct that led to the report, the abuser is or was a full-time, part-time, permanent, or temporary employee in a school division located within the Commonwealth, the LDSS shall notify the local school board of the founded disposition at the same time the subject is notified of the founded disposition. This includes in home investigations when the employee is the subject of the founded investigation involving his own children. Any information exchanged for the purposes of this subsection shall not be considered a violation of [§§ 63.2-102](#), [63.2-104](#) or [63.2-105](#).

The LDSS may send a copy of the disposition letter to the subject of the complaint to the local school board to meet this notification requirement.

This notification/referral shall be documented in the child welfare information system.

5.10.3.2 Notify Superintendent of Public Instruction, Department of Education

Pursuant to [§ 63.2-1503 P](#) of the Code of Virginia, the LDSS shall immediately notify the [Superintendent of Public Instruction](#), Department of Education (DOE) when an individual holding a license issued by the Board of Education is the subject of a founded complaint of child abuse or neglect and shall transmit identifying information regarding such individual if the LDSS knows the person holds a license issued by the Board of Education. Any information exchanged for the purpose of this subsection shall not be considered a violation of [§§ 63.2-102](#), [63.2-104](#), or [63.2-105](#) of the Code of Virginia.

The LDSS shall immediately notify the Superintendent of Public Instruction, DOE if the founded complaint of child abuse or neglect is overturned on an administrative appeal.

The Board of Education issues licenses to instructional personnel including teachers and other professionals and administrators. Refer to [Licensure Regulations for School Personnel](#) in the VAC.

The Board of Education does not license teacher aides, janitorial staff, and administrative support staff.

This notification requirement applies to all individuals holding a license even if that person is not currently employed by a local school board.

5.11 Interagency agreements with local school division for CPS complaints that require coordination

(§ [63.2-1511 D](#) of the Code of Virginia) Each local department and local school division shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

LDSS shall adopt a written interagency agreement for complaints of child abuse and neglect that require coordination between local departments and local school divisions to facilitate the investigation or family assessment. The LDSS shall no longer be required to report annually on the status of the interagency agreement to the Board of Social Services unless the interagency agreement is substantially modified. When substantial modifications are made to an interagency agreement, the LDSS must notify the CPS Program Manager.

A model agreement has been developed by the Virginia Department of Education and VDSS with participation of local school divisions and LDSS and can be found on the [interagency website](#) and in [Appendix B: Recommended Procedures for Local Agreements between Schools and Local Departments of Social Services](#).

5.12 Services to abuser/neglector in an OOF investigation

Services can be provided to an abuser/neglector in a founded OOF investigation when the risk assessment is high or moderate for the victim child or to other children to whom the abuser/neglector may have access.

Open the CPS on-going case in the name of the abuser/neglector in the child welfare information system.

5.13 Appendix A: Guide for Assessing Applicability of § 63.2-1511 in CPS OOF Investigations of School Employees

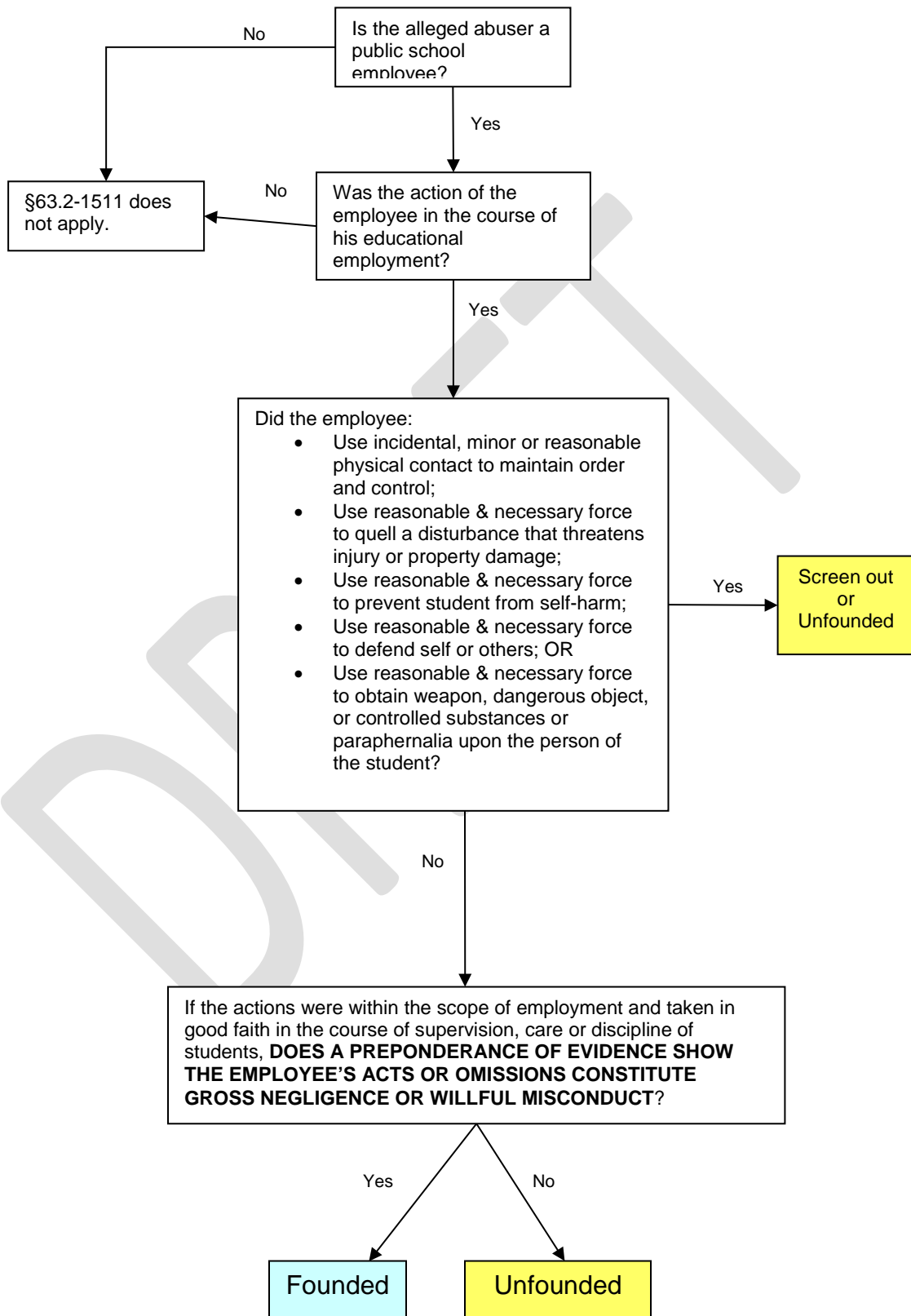
This document is intended as a guideline for CPS OOF investigations involving school personnel in order to review the requirements of [§ 63.2-1511](#) of the Code of Virginia which apply to screening validity and dispositional assessments. Section 5 of the CPS chapter provides additional guidance for LDSS in conducting CPS investigations in OOF settings including schools.

CPS allegations against public school employees have additional considerations which go beyond the normal procedures and requirements for CPS investigations. Obtaining a preponderance of evidence to support the standard of gross negligence and willful misconduct for school complaints is difficult considering that there are many players (e.g., school administrators, licensing/regulatory inspectors, law enforcement, parents, or the community) involved in the process. The statutory standard looks at the behavior of the alleged abuser/neglector which must rise to the level of gross negligence or willful misconduct. While this may not “feel” right for the parent, alleged victim, or others who may be impacted by the incident, this standard is set in statute.

In the flow chart that follows, at each decision point there is a list of corresponding discussion questions for consideration pertaining to [§ 63.2-1511](#) moving through the CPS decision process from validity through disposition for allegations against school employees. This is not an exhaustive list of questions (as there are always infinite facts/possibilities to consider in CPS), but a starting point to examine the unique circumstances of each allegation and investigation. Please note that in many circumstances, the answers to each question may not be clear until the investigation has been initiated and more information is needed to proceed through the decision tree, while the answer to other questions may become clear once the investigation comes to a close and an analysis is made.

As with any CPS report or investigation, it is critical to document the facts and evidence gathered to support assessment decisions. Dispositional documentation must address the unique requirements of [§ 63.2-1511](#) of the Code of Virginia related to public school employment, reasonable and necessary force, and gross negligence or willful misconduct.

ASSESSING APPLICABILITY OF §63.2-1511 FOR CPS INVESTIGATION



IS THE ALLEGED ABUSER/NEGLECTOR A PUBLIC SCHOOL EMPLOYEE?

If a teacher, principal or other person employed by a local school board or employed in a school operated by the Commonwealth is suspected of abusing or neglecting a child then proceed under § 63.2-1511. § 63.2-1511 does not apply to private schools or their employees who are solely licensed by the Commonwealth and not operated by the Commonwealth. When in doubt, verify with the Monitoring Specialist, Department of Education-State Operated Programs at (804)786-0581. Listings of private schools that are solely licensed by the state can be located at <http://www.vcpe.org/>.

(IF NO, § 63.2-1511 does not apply.)

IF YES,

WAS THE ACTION OF THE EMPLOYEE IN THE COURSE OF HIS EDUCATIONAL EMPLOYMENT?

Information to gather and consider may include, but is not limited to:

- Was the alleged abuser/neglector acting within the scope of his employment regarding supervision, care or discipline of students?
- What are the job duties, role and responsibilities of the alleged abuser/neglector? (As indicated by the alleged abuser, administrator, or collaterals?)
- Where did the incident occur and under what circumstances?
- Was the alleged abuser/neglector acting on an assignment as part of his employment?

(IF NO, § 63.2-1511 does not apply.)

IF YES,

DID EMPLOYEE USE INCIDENTAL, MINOR OR REASONABLE PHYSICAL CONTACT TO MAINTAIN ORDER AND CONTROL; USE REASONABLE AND NECESSARY FORCE TO QUELL A DISTURBANCE THAT THREATENS INJURY OR PROPERTY DAMAGE; USE REASONABLE AND NECESSARY FORCE TO PREVENT STUDENT FROM SELF-HARM; USE REASONABLE AND NECESSARY FORCE TO DEFEND SELF OR OTHERS; OR USE REASONABLE AND NECESSARY FORCE TO OBTAIN WEAPON, DANGEROUS OBJECT, OR CONTROLLED SUBSTANCES OR PARAPHERNALIA UPON THE PERSON OF THE STUDENT? (§

63.2-1511(A) "...prohibition of corporal punishment shall not be deemed to prevent (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control; (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property; (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself; (iv) the use of reasonable and necessary force for self-defense or the defense of others; or (v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are upon the person of the student or within his control.")

Information to gather and consider may include, but is not limited to:

- Was there a disturbance where the situation was out of control or going to get out of control?
- Did the alleged abuser use incidental, minor or reasonable physical contact or other actions designed to maintain order and control?
- Were there real or potential threats of physical injury to anyone or damage or potential damage to property?
- Was any student in danger of inflicting physical harm on himself? Were there any weapons, dangerous objects, controlled substances or paraphernalia involved in the incident?
- Was the level of force necessary? Were there any less restrictive or less forceful options used or available to control situation?
- If alleged abuser felt the need for self-defense, what was the perceived threat? What was said by victim, alleged abuser, or others? Were there other options available to the alleged abuser to defend himself before resorting to the use of force? Did the alleged abuser say anything to de-escalate or incite the situation? What explanation did the alleged abuser provide for behavior?
- What did victim and collaterals say about behavior of the alleged abuser/neglector?
- What are school policies regarding discipline, training, restraint, and escalating action?

IF YES, SCREEN OUT / UNFOUNDED: The use of reasonable and necessary force when acting to maintain order and control, quell a disturbance etc. does not constitute a valid report pursuant to [22VAC40-730-115 B1](#). Information to make this determination may not be available at initial intake; therefore, an investigation would be initiated. The investigation must be unfounded if after gathering evidence, the LDSS determines that the alleged abuser used reasonable and necessary force. **It is critical to document the facts and decision in the assessment of reasonable and necessary force.**

IF NO,

IF THE ACTIONS WERE WITHIN THE SCOPE OF EMPLOYMENT AND TAKEN IN GOOD FAITH IN THE COURSE OF SUPERVISION, CARE OR DISCIPLINE OF STUDENTS, DOES A PREPONDERANCE OF EVIDENCE SHOW THE EMPLOYEE'S ACTS OR OMISSIONS CONSTITUTE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT?

Excerpt from CPS Manual Part V: "The Supreme Court of Virginia defines "gross negligence" as "that degree of negligence which shows indifference to others as constitutes an utter disregard of prudence amounting to a complete neglect of the safety of [another]. It must be such a degree of negligence as would shock fair minded [people] although something less than willful recklessness." In order that one may be [found to have committed] willful [sic] or wanton conduct, it must be shown that he was conscious of his conduct, and conscious, from his knowledge of existing conditions, that injury would

likely or probably result from his conduct, and that with reckless indifference to consequences he consciously and intentionally did some wrongful act or omitted some known duty which produced the injurious result.”

Information to consider may include, but is not limited to:

- Would behavior, action, or inaction of alleged abuser shock fair minded people?
- Should the alleged abuser know/suspect that outcome would occur? Was the alleged abuser aware that injury/threat of injury would likely occur based on evidence of similar incidents/history?
- Was there willful misconduct (deliberate, conscious decision to act or not act)?

IF NO = UNFOUNDED

IF YES,

FOUNDED

Analysis of preponderance of evidence clearly documents FACTS to support requirements of § 63.2-1511:

- Alleged abuser acting in good faith within the scope of employment as public school employee.
- Alleged abuser’s actions were not reasonable or necessary to quell disturbance etc.
- FACTS/EVIDENCE supports finding determination of gross negligence or willful misconduct.

It is critical to clearly document the assessment of these factors supported by evidence in the dispositional assessment.

REMINDER FOR SCHOOL EMPLOYEES:

Notify the local school board of a founded disposition when the subject of the founded investigation is or was a full-time, part-time, or temporary employee in a school division located within the Commonwealth. Notification to the local school board shall occur at the same time the subject is notified of the founded disposition.

Notify the Superintendent of Public Instruction, DOE when the subject of founded investigation holds a license issued by the Board of Education. Notification to the Superintendent of Public Instruction, DOE shall occur at the same time the subject is notified of the founded disposition.

5.14 Appendix B: Recommended Procedures for Local Agreements Between School Divisions and Local Departments of Social Services

The following model agreement has been developed by the Virginia Department of Education and the Virginia Department of Social Services (VDSS) with participation from school divisions and local departments of social services (LDSS). This model offers recommended procedures to ensure the coordinated response to reports of child abuse and neglect that come to the attention of public school personnel. ([Revised August 2014](#))

5.14.1 Legal base

- The Code of Virginia § [63.2-1503](#) designates LDSS as the public agencies responsible for receiving and responding to complaints and reports of child abuse and neglect.
- The Code of Virginia § [63.2-1511 A](#) requires that complaints against teachers, principals or other local school board employees for child abuse and neglect be investigated in accordance with §§ [63.2-1503](#), [63.2-1505](#) and [63.2-1516.1](#) of the Code of Virginia.
- The Code of Virginia § [63.2-1511](#) requires each local department of social services and school division to adopt a written interagency agreement as a protocol for investigation of child abuse and neglect reports.

5.14.2 School division employees' reports of suspected child abuse and neglect

5.14.2.1 Responsibilities of the school division

- The school division will provide information to its personnel regarding the child abuse and neglect requirements (Code of Virginia § [63.2-1509](#)) and local procedures for reporting suspected incidences of child abuse or neglect.
- The school division will identify one person to act as a liaison with the LDSS to facilitate communication and collaboration between both agencies.
- Pursuant to the Code of Virginia, § [63.2-1509](#), school division employees will report suspected child abuse and neglect within 24 hours of the first suspicion. School division employees shall have the following responsibilities:

- When a school division employee has information that a child under age 18 may be abused or neglected, the employee must immediately report such suspected child abuse or neglect to the LDSS or to the Virginia State Child Abuse Hotline, **1-800-552-7096**.
- The school division employee will inform his or her school's administrator or designee of the suspected child abuse or neglect according to the school division's policies and procedures.
- The school division employee will adhere to the school division procedures and policies as they pertain to documenting the submission of the CPS report of child abuse and neglect.

5.14.2.2 Responsibilities of the LDSS

- The LDSS will identify one person to act as liaison with the school division to facilitate communication and collaboration between both agencies.
- The LDSS will provide information to the school division about how to recognize and report suspected child abuse and neglect.

5.14.3 Investigation or family assessment involving a non-school employee

5.14.3.1 Responsibilities of the School Division

- The school site administrator, or designee, will cooperate with the CPS worker during an investigation or family assessment of child abuse and neglect by a non-school employee by providing the following resources:
 - Documentation and/or information relative to the complaint;
 - Pertinent directory information, such as the child and family's contact information;
 - A room or space to interview children and/or staff that ensures privacy and is free from interruptions. Pursuant to the Code of Virginia, [§ 63.2-1518](#), consent of the parent, legal guardian or school personnel to conduct the CPS interviews at school is not required.
- The [Federal Education Rights and Privacy Act](#) (FERPA) prohibits the sharing of student information without explicit parental consent unless the CPS worker has a court order to review the record. However, in an emergency or health/safety situation, the school could provide access to the record. It is the responsibility of the school division to determine what constitutes an emergency.

5.14.3.2 Responsibilities of the LDSS

- The LDSS shall provide information to school division employees about the role and function of the LDSS in responding to reports of suspected child abuse and neglect.
- The LDSS shall have the capability of receiving reports on a 24-hours-a-day, 7-days-a-week basis.
- The Code of Virginia, [§ 63.2-1503](#), requires the LDSS to determine the validity of all CPS reports. The Code of Virginia, [§ 63.2-1508](#) establishes the following elements for a valid report:
 - the alleged victim is under the age of 18 at the time of the report;
 - the alleged abuser is the alleged victim child's parent or other caretaker;
 - the local department receiving the report has jurisdiction; and
 - the circumstances describe suspected child abuse or neglect as defined in the Code of Virginia [§ 63.2-100](#).
- If the report is determined to be valid, the LDSS will conduct a family assessment or investigation.
- Upon receipt of the complaint, the LDSS CPS worker will conduct an immediate investigation or family assessment based on the assessed response time as determined by the CPS Intake Unit. The assigned CPS worker will contact the school site administrator or designee to:
 - Secure further information and/or documentation relative to the complaint;
 - Obtain the child and family's contact information;
 - Arrange to see and interview the child and siblings at school when necessary. Pursuant to the Code of Virginia, [§ 63.2-1518](#), consent of the parent, legal guardian or school personnel to conduct the CPS interviews at school is not required.
- The CPS worker may take photographs of the alleged child victim at school. Consent of the parent or other person responsible for such child to take photographs is not required pursuant to [§ 63.2-1520](#) of the Code of Virginia.

- If the initial report was made by a school employee, that individual shall receive a written communication from the LDSS informing them that the investigation or family assessment has been completed and a description of the actions taken.
- Pursuant to the Code of Virginia, [§ 63.2-1505 B7](#), if at the time of the investigation or the conduct that led to the report, the abuser is or was a full-time, part-time, permanent or temporary employee in a school division located within the Commonwealth, the LDSS shall notify the relevant school board of the founded disposition at the same time the subject is notified of the founded disposition. This includes founded dispositions in investigations involving the employee's own children or children in the care of the employee.

5.14.4 Investigation of child abuse or neglect by a school employee in the course of his/her employment

5.14.4.1 Responsibility of school division

- During an investigation of child abuse or neglect by a school employee in the course of his/her employment, the school site administrator or designee will determine if he or she will participate in the planning of a joint investigation or if there is a conflict of interest.
- The school site administrator or his or her designee will provide logistical support and information to the CPS worker to assist in the investigation to include:
 - A room or space to interview children and/or staff that ensures privacy and is free from interruptions;
 - An escort for the CPS worker to the site of the alleged abuse or neglect;
 - Pertinent policies and procedures, such as those related to the use of reasonable force and the use of appropriate restraining techniques;
 - Records and written statements pertaining to the alleged abuse or neglect;
 - Names, functions and roles of the involved parties;
 - Work schedules and contact information of staff;

- Contact information of non-victim children's parents/guardians in order to obtain permission for the CPS worker to interview them.

5.14.4.2 Responsibilities of the LDSS

- The LDSS shall provide information to the school division about the role and function of the LDSS in responding to reports of suspected child abuse and neglect by employees of the school division.
- The LDSS will investigate a complaint of suspected child abuse or neglect involving a teacher, principal or other public school employees pursuant to §§ [63.2-1503](#), [63.2-1505](#) and [63.2-1516.1](#) of the Code of Virginia.
- The LDSS will conduct an immediate investigation upon receipt and validation of a report about suspected incidents of child abuse or neglect by a school employee.
- The LDSS will keep the school site administrator or designee apprised of the investigation's status.
- The LDSS will make a disposition within 45 days, or 60 days when an extension is documented to be necessary, or 90 days if the investigation is being conducted with law enforcement pursuant to § [63.2-1505](#) of the Code of Virginia.
- The Code of Virginia, § [63.2-1511 C](#), requires the CPS worker to determine that there was willful misconduct or gross negligence by the school employee in addition to the standard requiring a preponderance of the evidence for a founded disposition.
- The CPS worker shall provide both verbal and written notification of the findings to the site administrator and the school division's superintendent ([22VAC 40-730-110](#)). The written notification must include:
 - The identity of the abuser/neglector and victim, the type of abuse/neglect and the disposition;
 - A summary of the investigation and how the disposition is supported.
- If the initial report was made by a school employee, that individual shall receive a written communication from the LDSS informing them that the investigation has been completed and a description of the action taken.
- Pursuant to § [63.2-1503 P](#) of the Code of Virginia, the LDSS shall immediately notify the Superintendent of Public Instruction, Virginia Department of Education (DOE), when an individual holding a license

issued by the Board of Education is the subject of a founded complaint of child abuse or neglect and shall transmit identifying information regarding the individual to the Board of Education. The LDSS shall immediately notify the Superintendent of Public Instruction, DOE if the founded complaint of child abuse or neglect is overturned on an administrative appeal.

5.14.5 Information sharing and confidentiality

- Information shall be shared between the CPS Unit of the LDSS and the school division that is accurate, complete, timely, and pertinent so as to ensure fairness in determination of the disposition of the complaint.
- All information gathered as a result of a child abuse and neglect investigation or family assessment shall be treated confidentially, in accordance with applicable social services and education requirements.
- The [Federal Education Rights and Privacy Act](#) (FERPA) prohibits the sharing of student information without explicit parental consent unless the CPS worker has a court order to review the record. However, in an emergency or health/safety situation, the school could provide access to the record. It is the responsibility of the school division to determine what constitutes an emergency.

5.14.6 Execution of agreement

- The LDSS and school division shall report annually on the status of this agreement to the State Board of Social Services and to the Board of Education, respectively. Once this interagency agreement is adopted, an annual report is not necessary unless the agreement has been substantially modified.
- This Agreement shall become effective immediately upon signature of both parties. Signature of both parties shall constitute acceptance of this Agreement as well as assurance of the distribution and implementation of the procedures described herein. This Agreement shall be reviewed by both parties on a periodic basis or as needed.

5.15 Appendix C: Checklist for OOF investigations

	CPS RESPONSIBILITY	DATE	CONTACT INFORMATION
1.	Receive report and enter into OASIS.		
2.	Report to Commonwealth Attorney and law enforcement all class 1 misdemeanors /felonies, as per local guidelines.		
3.	Contact CPS Program Consultant (plan investigation strategy).		
4.	If report involves school personnel, refer to Appendix A: Guide for Assessing Applicability of § 63.2-1511 in CPS OOF Investigations of School Employees for guidance on these investigations.		
5.	Contact Regulatory agency, obtain name of staff who will investigate report jointly.		
6.	Contact that regulatory staff person to coordinate strategy of investigation.		
7.	Contact facility administrator to inform of impending visit (or announce presence to administrator upon arrival to facility).		
8.	Meet the licensing or regulatory person, if possible, at facility and go together to meet the administrator. Explain differing roles and expectations.		
9.	Advise administrator (or designee) of the allegations in the complaint. Invite their input for preliminary plans.		
10.	Request of administrator the following resources, as appropriate: <ul style="list-style-type: none"> • Private room/space to interview staff and children • Accompaniment to site of alleged abuse • Pertinent policies, records, guidelines • Names, function, roles of all involved parties • Work schedules of alleged abuser/neglector and other staff witnesses • Phone numbers of staff witnesses • Phone number and address for the alleged abuser 		

	CPS RESPONSIBILITY	DATE	CONTACT INFORMATION
11.	<p>Interview the victim child(ren).</p> <ul style="list-style-type: none"> • The parent, guardian or agency holding custody should be notified in advance; when not practical shall notify as soon as possible. • CPS determines who can be present during this interview. • Record interview. 		
12.	<p>Determine immediate Safety (if unsafe and child needs to be removed then the parent, guardian or agency holding custody shall be notified to mutually develop a safety plan).</p>		
13.	<p>Interview collateral children.</p> <ul style="list-style-type: none"> • Before interviewing collateral children, consent of the child’s parent, guardian, or agency holding custody should be obtained. 		
14.	<p>Interview alleged abuser/neglector.</p> <ul style="list-style-type: none"> • Offer electronic recording and provide written notification. 		
15.	<p>Interview collateral staff witnesses.</p>		
16.	<p>Interview victim’s parent, guardian or agency holding custody.</p> <ul style="list-style-type: none"> • They should be informed early in the process about the report. The investigative process should be explained. Obtain information about their knowledge of the allegations and the facility. They should be kept involved in the planning and support of the victim child. 		
17.	<p>Keep the facility administrator apprised of the progress of the investigation. If working jointly with regulatory agency, CPS may decide who will perform these progress reports.</p>		
18.	<p>Although statutory authority for the disposition rests with the local agency, at the conclusion of the investigation the CPS worker shall contact the CPS Program Consultant to review the case prior to notifications being sent. This review should include supervisor if possible.</p>		

	CPS RESPONSIBILITY	DATE	CONTACT INFORMATION
19.	Notifications of disposition made to all parties. The alleged abuser/neglector and facility administrator should be verbally notified promptly. The alleged abuser should be notified first or at least at same time the facility administrator is notified.		
20.	Written report of the findings shall be submitted to the facility administrator and the involved regulatory staff person or school superintendent. This report shall include identification of the alleged abuser and victim as well as a summary of the investigation with an explanation of how the information supports the disposition. A copy of this report shall be sent to the abuser/neglector along with the letter of notification and rights of appeal.		
21.	Written notification of findings sent to the parent, guardian or agency that has custody. A verbal follow up is also encouraged. Parents should be advised that the victim (s) names will be purged after 30 days unless they make a request to keep listed in OASIS.		
22.	<p>FOR SCHOOL EMPLOYEES:</p> <p>Notify the local school board of a founded disposition when the subject of the founded investigation is or was a full-time, part-time, or temporary employee in a school division located within the Commonwealth. Notification to the local school board shall occur at the same time the subject is notified of the founded disposition.</p> <p>Notify the Superintendent of Public Instruction, DOE when the subject of founded investigation holds a license issued by the Board of Education. Notification to the Superintendent of Public Instruction, DOE shall occur at the same time the subject is notified of the founded disposition.</p>		
22.	Post-investigative treatment services may be provided as needed by local agency to the child, family or abuser. Post-investigative corrective action follow up with the facility is the responsibility of the regulator and facility administration.		

23.	ALL contacts are documented in OASIS.		
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DRAFT

5.16 Appendix D. Sample Letters of Notification for OOF Investigations

5.16.1 Founded, abuser

DATE

**ALLEGED ABUSER
ADDRESS**

Dear **ALLEGED ABUSER**:

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which you were named as the alleged abuser/neglector. The report was made in reference to **CHILD(REN) NAMES**. After a thorough investigation and review with my supervisor, we have made a disposition of Founded, **(pick one) LEVEL ONE, TWO or THREE** for **(pick all that apply) PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; OR MENTAL ABUSE/NEGLECT. (IF MORE THAN ONE TYPE OF ABUSE/NEGLECT OR DIFFERENT LEVELS, ADD SENTENCE FOR EACH; CAN ALSO INCLUDE ANY UNFOUNDED DISPOSITIONS IN SAME LETTER)** "Founded" means that a review of the facts shows by a preponderance of the evidence that child abuse or neglect has occurred.

CHOOSE ONE OF THE FOLLOWING:

A level ONE includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child. **OR** A level TWO includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child. **OR** A level THREE includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in minimal harm to a child.

The parents of the victim child(ren) if not you, have been informed of this disposition. The person who made the report has been advised it is complete and necessary actions have been taken.

CHOOSE ONE OF THE FOLLOWING:

As a result of this disposition, your name and the child's name will be placed in the Virginia Child Abuse and Neglect Central Registry based on the level that was assessed. For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. **OR** For founded investigations, level two, names and records are kept for 7 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. **OR** For founded investigations, level three, names and records are kept for 3 years from the date of the

complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector.

OR IF THE INVESTIGATION WAS SEXUAL ABUSE, LEVEL ONE

For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. Because this investigation involved serious sexual abuse of a child the investigation record shall be maintained by this agency for 25 years past the date of the complaint pursuant to §63.2-1514 A of the Code of Virginia; however, this retention time will not be reflected in the Central Registry past the purge date of 18 years.

Pursuant to §63.2-1526 of the Code of Virginia, you have the right to appeal this decision. A request to appeal this decision must be made in writing to the director of this agency within thirty (30) days of receipt of this notification. The enclosed brochure, entitled "Child Protective Services Appeals and Fair Hearings" explains the appeals process in more detail. Upon written request, you also have the right receive all information used in making this determination except the name of the complainant and any information that would endanger the safety of any child. Additionally, if you have been charged criminally for the same conduct involving the same child as in this investigation, the appeal process shall be stayed until completion of all criminal prosecution. Your right to access the records of this investigation is also stayed. A written request to appeal this decision must still be submitted within thirty (30) days of receipt of this notification even if there are criminal charges.

(SUMMARY OF INVESTIGATION)

Enclosed is a summary of our investigation and an explanation of how the information gathered supports the founded disposition. **(CAN INSERT SUMMARY HERE)**

As required, we are providing a copy of this notification and summary of findings to the facility administrator or designee and any regulatory agency staff involved in the investigation at the same time we notify you of the disposition.

IF ABUSER IS OR WAS EMPLOYEE OF A SCHOOL DIVISION IN VIRGINIA, ADD:

Pursuant to §63.2-1505 of the Code of Virginia, if at the time of the investigation or the conduct that led to the report, you are or were a full-time, part-time, permanent, or temporary employee in a school division located within the Commonwealth, we are required to notify the local school board of this founded disposition.

Pursuant to §63.1505 of the Code of Virginia, if you hold a license issued by the Virginia Department of Education we are required to notify the Superintendent of Public Instruction, DOE of this founded disposition.

INCLUDE IF NEEDED:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the family advocacy representative of the United States Armed Forces if the investigation involved child(ren) of an active duty member of the United States Armed Forces.

If you have any questions, please contact me at (____)____-____.

Sincerely,

CPS WORKER NAME
CPS SUPERVISOR NAME

Cc: Facility Administrator
Regulatory Staff

Enclosures: Child Protective Services Appeals and Fair Hearings
Summary of Investigation

5.16.2 Founded, parent,non-custodial parent or legal guardian

DATE

PARENT, NON-CUSTODIAL PARENT OR LEGAL GUARDIAN
ADDRESS

Dear **PARENT, NON-CUSTODIAL PARENT, LEGAL GUARDIAN:**

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which **CHILD(REN) NAMES** were listed as the alleged victim(s). The allegation(s) investigated pertained to (**CHOOSE ALL THAT APPLY**) **PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; MENTAL ABUSE/NEGLECT** by **ALLEGED ABUSER NAME**. After a thorough investigation of the facts and review with my supervisor, a disposition of founded, **LEVEL ONE , TWO, OR THREE** has been made. "Founded" means that a review of the facts shows by a preponderance of the evidence that child abuse or neglect has occurred. A level **ONE** includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in serious harm to a child. **OR** A level **TWO** includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child. **OR** A level **THREE** includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in minimal harm to a child.

As a result of this disposition, the alleged abuser/neglector's name will be placed in the Virginia Child Abuse and Neglect Central Registry based on the level that was assessed.

CHOOSE ONE OF THE FOLLOWING:

For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector.

OR For founded investigations, level two, names and records are kept for 7 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector.

OR For founded investigations, level three, names and records are kept for 3 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector.

OR (IF THE INVESTIGATION WAS SEXUAL ABUSE, LEVEL ONE)- For founded investigations, level one, names and records are kept for 18 years from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector. Because this investigation involved serious sexual abuse of a child the investigation record shall be maintained by this agency for 25 years past the date of the complaint pursuant to §63.2-1514 A of the Code of Virginia; however, this retention time will not be reflected in the Central Registry past the purge date of 18 years.

Your child's name will be retained in the Central Registry for **30 days**. If you want your child's name to remain in the Central Registry for as long as the record of this investigation is retained, send a letter to:

Virginia Department of Social Services- CPS Unit
801 East Main Street
Richmond, Virginia 23219

Include your child(ren)'s name(s), date of birth, address and description of your relationship to the child.

If you have any questions or if this agency can be of further assistance, please contact me at (_) _____- ____.

Sincerely,

CPS WORKER NAME
CPS SUPERVISOR NAME

5.16.3 Unfounded, alleged abuser

DATE

**ALLEGED ABUSER
ADDRESS**

Dear **ALLEGED ABUSER**:

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which you were named as the alleged abuser/neglector. The report was made in reference to **CHILD(REN) NAMES**. The allegation(s) investigated pertained to **(CHOOSE ALL THAT APPLY) PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; MENTAL ABUSE/NEGLECT**. As a review of the facts did not show a preponderance of evidence that abuse or neglect had occurred, we have made a disposition of unfounded. The person who made the report, if known, has been informed of this disposition.

Records of unfounded investigations are kept for *three years* from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector pursuant to §63.2-1514 B of the Code of Virginia. You may request in writing to have the records of this investigation maintained for a period of time not to exceed two years pursuant to §63.2-1514 B of the Code of Virginia.

You have the right to petition the court to obtain the identity of the reporter if you believe the report was made in bad faith or maliciously pursuant to §63.2-1514 D of the Code of Virginia. If the court determines the report was made maliciously, you may present court documents to this agency and request all case records regarding this report be purged immediately.

IF THE INVESTIGATION WAS A CHILD FATALITY, ADD:

This investigation involved the death of a child, therefore, the record will be retained for the longer of 12 months or until the State Child Fatality Review Team has completed its review of the case pursuant to § 32.1-283.1 D of the Code of Virginia.

INCLUDE IF NEEDED:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the family advocacy representative of the United States Armed Forces if the investigation involved child(ren) of an active duty member of the United States Armed Forces or a member of their household.

If you have any questions or if this agency can be of further assistance, please contact me at ()
 - .

Sincerely,

CPS WORKER NAME

CPS SUPERVISOR NAME

5.16.4 Unfounded, parent, non-custodial parent or legal guardian

DATE

**PARENT, NON-CUSTODIAL PARENT OR LEGAL GUARDIAN
ADDRESS**

Dear **PARENT, NON-CUSTODIAL PARENT, LEGAL GUARDIAN:**

Thank you for your cooperation during the recent investigation. We are writing to inform you of the disposition of the investigation in which **CHILD(REN) NAMES** were listed as the alleged victim(s). The allegation(s) investigated pertained to **PHYSICAL ABUSE; PHYSICAL NEGLECT; MEDICAL NEGLECT; SEXUAL ABUSE; MENTAL ABUSE/NEGLECT** by **ALLEGED ABUSER/NEGLECTOR NAME**. As a review of the facts did not show a preponderance of evidence that abuse or neglect had occurred, we have made a disposition of unfounded.

Records of unfounded investigations are kept for *three years* from the date of the complaint if there are no subsequent reports of child abuse/neglect regarding the same child(ren) or alleged abuser/neglector pursuant to §63.2-1514 B of the Code of Virginia. The alleged abuser/neglector may request the record be maintained an additional year.

IF THE INVESTIGATION WAS A CHILD FATALITY, ADD:

This investigation involved the death of a child, therefore, the record will be retained for the longer of 12 months or until the State Child Fatality Review Team has completed its review of the case pursuant to § 32.1-283.1 D of the Code of Virginia.

INCLUDE IF NEEDED:

Pursuant to §63.2-1503(N) of the Code of Virginia, we are required to notify the family advocacy representative of the United States Armed Forces if the investigation involved child(ren) of an active duty member of the United States Armed Forces or a member of their household.

If you have any questions or if this agency can be of further assistance, please contact me at ()
_____ - ____.

Sincerely,

CPS WORKER NAME

CPS SUPERVISOR NAME

DRAFT

5.17 Appendix E: Dispositional Assessments (sample template)

The following information is provided as an optional template for information that should be included in the dispositional assessment for a founded disposition.

5.17.1 State the date of supervisory staffing and names of participants.

Example: On January 1, 2016, this investigation was staffed for disposition and approved by CPS Supervisor Walter.

5.17.2 State the disposition regarding by whom to whom.

Example: The disposition of this investigation is founded for Physical Neglect (Inadequate Supervision) of Johnny Doe by his mother, Jane Doe.

5.17.3 Cite the specific regulatory definition for the type of abuse or neglect.

Example: Physical Neglect is defined in regulation: ([22 VAC 40-705-30 B](#)). Physical neglect occurs when there is the failure to provide food, clothing, shelter, or supervision for a child to the extent that the child's health or safety is endangered. This also includes abandonment and situations where the parent or caretaker's own incapacitating behavior or absence prevents or severely limits the performing of child caring tasks pursuant to [§ 63.2-100](#) of the Code of Virginia. This also includes a child under the age of 18 whose parent or other person responsible for his care knowingly leaves the child alone in the same dwelling as a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to [§ 9.1-902](#). Additionally: ([22 VAC 40-705-30 B1](#)). Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety.

5.17.4 Summarize the evidence/facts that support the founded disposition.

It is NOT necessary to restate the entire investigation. Use a list or paragraph format. Be sure to include first source evidence.

Example: The following evidence does show by a preponderance of the evidence that this is founded:

On December 10, 2015, two year old Johnny Smith was found by "LOCAL" law enforcement without any supervision in the car registered to Jane Doe in the parking lot of the "LOCAL" mall located at corner of Main and 8th Street.

According to the police report and statement of LOCAL law enforcement, the daycare provider, Jane Doe, did not arrive at the scene until 20 minutes after the police arrived and she stated that she had just run into the store to return an item. See full police report located in hard file.

The child, Johnny Smith, was examined by EMS and no further medical attention was required.

The daycare provider, Jane Doe stated to CPS worker that she had left the child in the car because he was asleep. She stated she had locked the doors and left the windows cracked open. She stated she did not think she was going to be gone for very long.

5.17.5 State the level for the founded disposition and cite the regulation.

Example: This was determined to be a level 2 finding for physical neglect (inadequate supervision). A level 2 is defined in regulation: (22 VAC 40-705-110). Level 2. This level includes those injuries/conditions, real or threatened, that result in or were likely to have resulted in moderate harm to a child.

5.17.6 Summarize the rationale for the assessed level.

Example: CPS guidance suggests that for neglect situations, a level 2 is indicated when “the child’s minimal needs are sporadically met for food, clothing, shelter, supervision or medical care; or there is a pattern or one-time incident related to lack of supervision that caused or could have caused moderate harm”. The rationale for assessing as level 2 includes that this was a one-time incident where a two year old child was without any supervision or care and while the child was not actually harmed, the potential for harm existed. This two year old child was unable to protect himself or make any decisions regarding his safety and well-being.

5.17.7 Other considerations.

When applicable add additional definitions and how the evidence supports the definition.

- Documentation- (required for certain findings such as emotional abuse)

Example: CPS guidance (Section 2.6.3 of the VDSS Child and Family Services Manual, Chapter C. July 2017) “when making a founded disposition of mental abuse or mental neglect, the CPS worker must obtain documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction demonstrated by the child or the threat of mental dysfunction.” Ms. Eckstein, LCSW, stated in a letter to DSS dated 1-10-2016 that the victim child is exhibiting significant signs of post-traumatic stress syndrome due to the chronic exposure to domestic violence between the parents. See hard copy file for complete letter.

- Credibility- (suggested when the credibility of the child victim could be questioned)

Example: The victim child's statements about the incidences of sexual abuse were determined to be credible and believable due to the advanced level of details provided. Additionally, the child included in her disclosure that the alleged abuser told her this would be their "own private secret game" and that she should not tell anyone else about it.

- Caretaker- (particularly important to clarify if the role of caretaker is not obvious)

Example: Mr. Jones was determined to be a caretaker in this incident because not only did he reside in the family home; he was left in charge of the children on numerous occasions when the parents went to work.

- Jurisdiction- (important if there is any question as to where the abuse or neglect occurred, more important for criminal proceedings)
- Threat of Harm- If there is no actual injury, it is helpful to explain what a threat of harm constitutes. Remember, case law supports that an actual injury does not need to occur.

Example: The fight between the victim child and the involved caretaker included a time when the caretaker pointed a loaded gun at the victim child and said "everyone would be better off if they were just dead" however, it did not result in a physical injury. If the caretaker had followed through with pulling the trigger, the child could have died. This is considered threat of harm as defined in CPS guidance (Section 2.2 of the VDSS Child and Family Services Manual, Chapter C. October 2016) which states "The CPS worker must consider the circumstances surrounding the alleged act or omission by the caretaker influencing whether the child sustained an injury or whether there was a threat of an injury or of harm to the child. The evidence may establish circumstances that may create a threat of harm."

- Out of Family- Employees of Public Schools.

In addition to the required elements of a founded disposition, in all investigations involving public school employees, the local agency must document the evidence that supports that the employee acted with gross negligence or willful misconduct. These two elements are crucial when making a finding on any investigation that involves a school employee in the course of their employment. Local agencies must have detailed documentation that correlates the actions of the employee with injury or knowledge that the action will result in an injury.

Example: Ms. Smith, victim child's teacher, acted with gross negligence when she failed to provide proper supervision by allowing the five year old victim child to leave the rest of the class to go to the restroom alone, while on a field trip to the zoo. The victim child was found approximately thirty minutes later by security wandering around the zoo crying.

6

SERVICES

TABLE OF CONTENTS

6.1	Introduction for CPS on-going services	5
6.1.1	Principles of CPS on-going services.....	5
6.1.2	Legal authority to provide CPS services	6
6.1.3	Training requirements for CPS on-going workers and supervisors	6
6.1.3.1	First three (3) weeks training requirements	7
6.1.3.2	First three (3) months training requirements.....	7
6.1.3.3	First 12 months training requirements	7
6.1.3.4	First 24 months training requirements	8
6.1.3.5	Additional training requirements for CPS supervisors	9
6.1.4	Annual training requirements.....	9
6.1.5	LDSS must ensure worker compliance.....	9
6.1.6	Additional training resources	10
6.2	Opening a case for CPS on-going services	10
6.2.1	Application for services	10
6.2.2	Case opening in the child welfare information system	10
6.2.2.1	Opening case narrative.....	10
6.2.2.2	Case type.....	11
6.2.2.3	First face-to-face contact	11
6.2.3	Transfer case within LDSS.....	11
6.2.4	Family Partnership Meetings (FPM)	12
6.2.5	Domestic Violence (DV)	12
6.2.6	Services for children of Native American, Alaskan Eskimo or Aleut heritage	13

6.3	Contact with the family in a CPS on-going case	14
6.3.1	Minimum contact	14
6.3.2	Additional contacts defined.....	14
6.3.3	Parental permission to speak to a child	15
6.3.4	Contact information	15
6.3.4.1	Worker visit with the child	15
6.3.4.2	Worker visit with the parent/guardian	15
6.3.4.3	Contact with collaterals or designated contacts.....	16
6.4	Roles and responsibilities of the CPS on-going worker	16
6.5	Reasonable diligence to locate family in a CPS on-going case	18
6.5.1	What constitutes reasonable diligence	18
6.5.2	Conducting periodic checks for missing child/family	19
6.6	Reasonable candidacy for foster care in a CPS on-going case	19
6.7	Screening for sex trafficking victims in a CPS on-going case	20
6.7.1	Signs of sex trafficking	20
6.7.2	When sex trafficking is identified	21
6.7.3	Additional information.....	21
6.8	Strengths and needs assessment in a CPS on-going case	22
6.8.1	FSNA	22
6.8.1.1	Use of definitions is critical.....	22
6.8.1.2	Caretaker information to be gathered for the FSNA	22
6.8.1.3	Child information to be gathered for the FSNA.....	23
6.8.1.4	Prioritize caretaker strengths and needs	24
6.8.1.5	Child needs identified in FSNA	24
6.8.2	Child and Adolescent Needs and Strengths Assessment	24
6.9	Service planning in a CPS on-going case.....	24
6.9.1	Definition of service plan	24
6.9.2	Timeframe to complete service plan.....	25
6.9.3	Information needed to develop service plan	25
6.9.4	Develop the plan with the family	26
6.9.5	When parents are not engaged	26
6.9.6	Service planning and DV	26
6.9.7	Service plan components	26
6.9.7.1	Goals.....	26

6.9.7.2	Objectives	27
6.9.7.3	Services	28
6.9.7.4	Activities/tasks.....	30
6.9.8	Share and document the service plan	32
6.9.9	Supervisory review of the service plan	32
6.9.10	Family refuses services	32
6.9.11	Court refuses request for assistance	33
6.10	Multidisciplinary teams and CPS on-going services	34
6.10.1	Child Advocacy Centers	34
6.10.2	Child and Family Team Meeting	34
6.10.3	Cooperation and exchange of information	35
6.11	New report in a CPS on-going case	35
6.12	Assessing safety in a CPS on-going case	36
6.13	Service plan review of a CPS on-going case	37
6.13.1	Risk reassessment.....	38
6.13.1.1	Risk reassessment considerations	38
6.13.1.2	Risk reassessment decision	39
6.13.2	Update the FSNA	39
6.13.3	Update service plan.....	39
6.13.4	Update reasonable candidacy status.....	39
6.14	Closing a CPS on-going case	40
6.14.1	Update safety assessment	40
6.14.2	Update risk reassessment	40
6.14.3	Closing notification/summary.....	40
6.14.4	Supervisory approval.....	41
6.15	Transferring a CPS on-going case outside the LDSS	41
6.15.1	Transfer open CPS on-going case to another LDSS in Virginia.....	41
6.15.1.1	LDSS to initiate transfer immediately.....	41
6.15.1.2	All contacts must be current.....	41
6.15.1.3	LDSS shall send entire record to receiving LDSS	41
6.15.1.4	Receiving LDSS shall provide services	42
6.15.2	Transfer open CPS on-going case to another state	42
6.15.3	Transfer CPS case out of state; child in the custody of an LDSS.....	42
6.15.3.1	Involving Interstate Compact for the Placement of Children (ICPC)	42

6.16	Prevention services	42
6.17	Retention requirements for CPS on-going case records	43
6.18	Appendix A: Trauma-Informed Care	44
6.18.1	The effects of trauma	44
6.18.2	Re-traumatization	45
6.18.3	Engaging and supporting families who have experienced trauma	46
6.18.4	How CPS on-going workers can use a trauma-informed approach.....	47
6.19	Appendix B: Stages of Change	49
6.20	Appendix C: Building Rapport Techniques	50
6.20.1	Techniques for building rapport	50
6.20.2	Engaging the resistant client.....	50
6.21	Appendix D: Reasonable Candidacy Manual	52
6.21.1	General 52	
6.21.1.1	Statutory background.....	52
6.21.1.2	Purpose.....	52
6.21.2	Reasonable Candidacy Program.....	53
6.21.2.1	Authority to make reasonable candidacy determinations	53
6.21.2.2	Reasonable candidacy requirements	53
6.21.2.3	Types of reasonable candidates	53
6.21.2.4	Exclusionary conditions of reasonable candidacy	54
6.21.3	Establishing and maintaining reasonable candidacy.....	54
6.21.3.1	Establishing reasonable candidacy	54
6.21.3.2	Maintaining reasonable candidacy	55
6.21.3.3	Reasonable candidacy documentation methods	55
6.21.3.4	Reasonable Candidacy Documentation	56
6.21.3.5	Records retention and destruction.....	57
6.21.4	Claiming administrative costs for reasonable candidates	57
6.21.4.1	Random Moment Sampling	57
6.21.4.2	Completing the RMS Observation	58
6.22	Appendix E: Developmental Milestones	59
6.23	Appendix F: Comparing FPM and Child and Family Team Meetings	63
6.24	Appendix G: Services for Sex Trafficking Victims	65
6.24.1	Additional resources.....	66

6

SERVICES

6.1 Introduction for CPS on-going services

Services can be offered to families during the family assessment or investigation, but this section of the Child Protective Services (CPS) guidance manual primarily addresses services provided after a case is opened. The broad goals of CPS services are:

- Prevention of further abuse or neglect to the child.
- Assurance of the child's safety.
- Maintenance of the child in his family.

[The Virginia Children's Service Practice Model](#) sets forth a vision for the services that are delivered by all child serving agencies across the Commonwealth. Guided by this model, the Virginia Department of Social Services (VDSS) is committed to continuously improving services for children and families by implementing evidence based practices, utilizing the most accurate and current data available and improving safety and well-being of children and families.

6.1.1 Principles of CPS on-going services

The appropriate services for a particular family must be tailored to the family's unique strengths; the type of abuse or neglect that has been identified; and the CPS on-going worker's assessment of the child's safety and risk of future maltreatment. The CPS on-going worker should provide CPS on-going services to the family based on these principles:

- Social services should be delivered to the family as part of a total system, with cooperation and coordination occurring among administration, temporary assistance, and family services programs.
- Every effort should be made to maintain the family as a functioning unit and prevent its breakup, while keeping children safe.
- The worker/family relationship is a primary vehicle for change.
- Positive change is possible.

- The most effective way to address a family's needs is to recognize and support its strengths.
- CPS services are successful by virtue of how they are presented, understood, and used by the family to keep all children free from maltreatment.
- CPS services should empower families to function independent of the social services system while all members remain safe. The purpose of the direct services is to address identified individual and family needs while providing timely and continuing reassessment of child safety, risk of maltreatment, ability of the parents to provide a minimum standard of care, and progress toward achieving the outcomes and goals identified in the service plan.
- CPS services should be provided in a manner to reduce or eliminate re-traumatization to children and families. See [Appendix A: The Effects of Trauma](#) for additional information.

6.1.2 Legal authority to provide CPS services

The Code of Virginia §§ [63.2-1505](#) and [63.2-1506](#) provide statutory authority to provide or arrange for services to families at the conclusion of a family assessment or an investigation.

[\(22 VAC 40-705-150 A\)](#). At the completion of a family assessment or investigation, the local department shall consult with the family to provide or arrange for necessary protective and rehabilitative services to be provided to the child and his family to the extent funding is available pursuant to § [63.2-1505](#) or [63.2-1506](#) of the Code of Virginia.

Services may also be provided to or arranged for the alleged abuser or neglecter when the abuser or neglecter is not a parent.

6.1.3 Training requirements for CPS on-going workers and supervisors

The Virginia Administrative Code (VAC) mandates uniform training requirements for all CPS workers and supervisors. The uniform training requirements establish minimum standards for all CPS workers and supervisors in Virginia, including CPS on-going workers. Any course designated with a CWSE indicates an e-learning course and is available on-line in the [Virginia Learning Center \(VLC\)](#).

[\(22 VAC 40-705-180 A\)](#). The department shall implement a uniform training plan for child protective services workers and supervisors. The plan shall establish minimum standards for all child protective services workers and supervisors in the Commonwealth of Virginia.

6.1.3.1 First three (3) weeks training requirements

All CPS staff are required to complete the following on-line courses are within the **first three (3) weeks of employment** and are prerequisites for CPS mandated courses. The following on-line courses are available in the [Virginia Learning Center](#):

- CWSE1002: Exploring Child Welfare.
- CWSE1500: Navigating the Child Welfare Automated Information System: OASIS.
- CWSE5692: Recognizing and Reporting Child Abuse and Neglect – Mandated Reporter Training.

6.1.3.2 First three (3) months training requirements

The following instructor led courses are required to be completed no later than within the first three (3) months of employment:

- CWS2000.1: Child Protective Services New Worker Guidance Training with OASIS.
 - Prerequisites: CWSE1002, CWSE1500-CPS, CWSE5692
- CWS2010: CPS On-going Services.
 - Prerequisites: CWSE1002, CWSE5692, CWS2000.1/CWS2000.1R

The following on-line course is required to be completed no later than within the first three (3) months of employment:

- CWSE1510: Structured Decision making in Virginia (This course is available in the [Virginia Learning Center](#)).

The following on-line course is recommended to be completed within the first three (3) months of employment:

- CWSE1006: Reasonable Candidacy for Foster Care (This course is available in the [Virginia Learning Center](#)).

6.1.3.3 First 12 months training requirements

The following instructor led courses are required to be completed no later than within the first twelve (12) months of employment:

- CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development.
- CWS1041: Legal Principles in Child Welfare Practice.
 - Prerequisites: CWSE1041 and SCV: Child Dependency Case Processing in JDR District Courts.
- CWS1061: Family Centered Assessment.
 - Prerequisites: CWSE1001, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R
- CWS1071: Family Centered Case Planning.
- CWS1305: The Helping Interview.
- CWS4020: Engaging Families and Building Trust-Based Relationships.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R, CWS2021
- CWS5307: Assessing Safety, Risk and Protective Capacity.
 - Prerequisites: CWSE1002, CWSE5692, CWSE1500-CPS, CWS2000.1/CWS2001R

6.1.3.4 First 24 months training requirements

The following instructor led courses are required to be completed no later than within the first 24 months of employment:

- CWS1031: Separation and Loss Issues in Human Services Practice.
- DVS1001: Understanding Domestic Violence.
- DVS1031: Domestic Violence and Its Impact on Children.
 - Prerequisite: DVS1001
- CWS2021: Sexual Abuse.
- CWS5305: Advanced Interviewing: Motivating Families for Change.

6.1.3.5 Additional training requirements for CPS supervisors

([22VAC40-705-180 B](#)) Workers and supervisors shall complete skills and policy training specific to child abuse and neglect within the first two years of their employment.

In addition to the courses listed above, all CPS supervisors are required to attend the Family Services CORE Supervisor Training Series – SUP5701, SUP5702, SUP5703, and SUP5704. These courses are to be completed within the first two (2) years of employment as a supervisor.

6.1.4 Annual training requirements

([22VAC40-705-180 C](#)) All child protective services workers and supervisors shall complete a minimum of 24 contact hours of continuing education or training annually. This requirement begins after completion of initial training mandates.

All CPS workers and supervisors, including on-going CPS workers, are required to attend a minimum of 24 contact hours of continuing education/training annually. The first year of this requirement should begin no later than three (3) years from the hire date, after the completion of the initial training detailed above.

Continuing education/training activities to be credited toward the 24 hours should be pre-approved by the local department of social services (LDSS) supervisor or person managing the CPS on-going services program. Continuing education/training activities may include, but are not limited to: on-line and classroom training offered by VDSS, organized learning activities from accredited university or college academic courses; continuing education programs; workshops; seminars; and conferences.

Documentation of continuing education/training activities is the responsibility of the LDSS.

6.1.5 LDSS must ensure worker compliance

It is the responsibility of the LDSS to ensure that staff performing CPS duties, including CPS on-going, within their agency have met the minimum standards. The supervisor or the person managing the CPS on-going services program at the local level shall maintain training documentation in the worker's personnel record. The supervisor shall assure that workers who report to them complete the required training within the given timeframes.

A training job aide is located on the VDSS [Division of Family Services Training website](#).

6.1.6 Additional training resources

Additional on-line training resources available for CPS on-going staff and supervisors can be located at the following websites. These resources offer free training opportunities.

- [Early Impact of Virginia](#) offers on-line courses on many topics including child development; screening for substance use, intimate partner violence, mental health and perinatal depression; engaging fathers; and personal safety.
- [The National Child Traumatic Stress Network](#) offers continuing education courses on a variety of topics. This organization offers current, science-based information in the areas of assessment, treatment and services for traumatized children and their families.
- [The National Alliance of Children's Trust and Prevention Funds](#) offers a series of courses which supports implementation of the Strengthening Families™ Protective Factors Framework.

6.2 Opening a case for CPS on-going services

6.2.1 Application for services

When the completed investigation or family assessment has a very high, high, or moderate risk assessment and there are services identified that will reduce risk for abuse or neglect, there is no requirement for the family to sign a [service application](#) or a [Family Service Agreement](#). However, a signed document, while not legally binding, does document the family's willingness to participate in services and allows for notification of their legal rights.

See [Section 6.9.2](#) for additional guidance if a family refuses services.

6.2.2 Case opening in the child welfare information system

When safety factors and/or risk factors have been identified, the opening of a CPS on-going services case should occur without delay. The case must be opened electronically in the child welfare information system through use of the case connect function within the family assessment or investigation. *The case must have a primary worker assigned within three days of case opening.*

6.2.2.1 Opening case narrative

An opening case narrative should be documented in the CPS on-going case within the child welfare information system. This summary should include a brief explanation about how the family became known to CPS and any issues relating to safety, risk, court and current status of the family's situation.

6.2.2.2 Case type

- CPS on-going services case type is used to identify a case that is associated with a concern of child maltreatment and should be used when opening a case as a result of a family assessment or investigation.
- Dual CPS & foster care case type is only used when a child is in the custody of the LDSS and is in foster care **and** there are other children remaining in the home who are not in the custody of the LDSS.

6.2.2.3 First face-to-face contact

When the CPS worker is also going to be assigned as the on-going case worker, the CPS worker must ensure the monthly face-to-face contact is completed between the closure of the family assessment or investigation and the opening of the on-going case.

6.2.3 Transfer case within LDSS

When another worker in the LDSS is assigned the case, the LDSS must ensure a quick and smooth transition of the case to continue safety monitoring, commence the Family Strengths and Needs Assessment (FSNA) and begin service planning with the family. If the case is transferred to another worker, the first contact or attempted contact must occur **within five (5) business days** of assignment. The first contact should be a face-to-face worker visit with the parents, custodians or legal guardians, the children, the CPS worker and the CPS on-going worker. This seamless transition helps to ensure a thorough assessment of strengths and needs of the family and that the service plan will be completed **within 30 calendar days** of opening the case.

If a case is being transferred to another worker in the LDSS, a case transfer staffing should be held. These meetings may include, at a minimum, the CPS worker, CPS supervisor, CPS on-going worker and CPS on-going supervisor. The meeting should address:

- the safety and risk factors identified;
- the existing safety plan with the family;
- any pending legal matters and who is responsible for any upcoming court hearings;
- when a joint initial visit with the family will occur;
- the family's view of the issues that require CPS on-going services;
- recommendations from the Family Partnership Meeting (FPM), if held; and

- the "stage of change" of the family. (see [Appendix B: "Stages of Change"](#))

The CPS on-going worker should receive the entire electronic and hard copy record for the family. However, need for the entire record should not delay the transfer of enough information to begin essential services to prevent abuse or neglect and ensure compliance with any safety plan in place.

6.2.4 Family Partnership Meetings (FPM)

While a FPM may be scheduled at any time, it should be scheduled when the worker assesses a child to be at very high or high risk of abuse or neglect **and** the child is at risk of out of home placement. It is highly recommended to hold a FPM when a case is opened for CPS on-going services, prior to the development of the service plan. This meeting is scheduled to develop the plan with the family and their support systems to prevent the out of home placement and identify the circumstances under which a removal might be considered. The meeting should convene **within 30 calendar days** of opening a CPS on-going case and prior to the development of the CPS on-going service plan. The FPM must be documented in the child welfare information system in the CPS on-going case contacts. For additional guidance on conducting the FPM, refer to the VDSS Child and Family Services Manual, [Family Engagement chapter](#).

Additional guidance for holding a FPM when DV is present can be found in Section 1.9 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

6.2.5 Domestic Violence (DV)

DV is an issue affecting many families receiving services through the LDSS. VDSS has added a chapter to the VDSS Child and Family Services Manual, [Chapter H. Domestic Violence](#). This chapter presents an overview of DV and the related statutory requirements impacting LDSS and local DV programs. Information specific to Prevention, CPS and Foster Care is provided. Much of the specific information is applicable across program areas. This chapter also connects to the existing chapters of the entire VDSS Child and Family Services Manual to ensure that specific DV information is readily available when needed.

Local DV programs provide services which focus on the safety of DV victims and their children. LDSS focus primarily on child safety. Both entities are focused on safety. LDSS and local DV programs work together, participate in multi-disciplinary teams together, occasionally are housed in the same buildings and often work with the same families.

Current data regarding the co-occurrence between DV and child maltreatment compel child welfare systems to re-evaluate existing philosophies, policies, and practice approaches towards families experiencing both forms of violence.

6.2.6 Services for children of Native American, Alaskan Eskimo or Aleut heritage

Children of Native American, Alaskan Eskimo or Aleut heritage are subject to the Indian Child Welfare Act (ICWA). Although there are no federally recognized tribes residing on reservations in Virginia, there are members of federally recognized tribes who do reside in Virginia. A list of recognized tribes and List of Indian Child Welfare Act Designates is provided by the [U. S. Department of the Interior Bureau of Indian Affairs](#).

A child is covered by ICWA when the child meets the federal definition of an Indian child. Specifically, the child is an unmarried person under 18 years of age and is either:

- A member of a federally recognized Indian tribe; or
- Eligible for membership in a federally recognized tribe and is the biological child of a member of a federally recognized Indian tribe.

Under federal law, individual tribes have the right to determine eligibility and/or membership. However, in order for ICWA to apply, the child shall meet one of the criteria above.

If there is any reason to believe a child is an Indian child and is at risk of entering foster care, the LDSS shall treat that child as an Indian child, unless and until it is determined that the child is not a member or is not eligible for membership in an Indian tribe. Once it has been determined the child is either a member or eligible for membership in a federally recognized tribe, the LDSS shall make active efforts to reunite the Indian child with their family or tribal community if already in foster care. Active efforts shall begin from the time the possibility arises that a child may be removed from their parent, legal guardian or Indian custodian and placed outside of their custody.

Active efforts are more than reasonable efforts. Active efforts applies to providing remedial and rehabilitative services to the family prior to the removal of an Indian child from his or her parent or Indian custodian, and/or an intensive effort to reunify an Indian child with his/her parent or Indian custodian.

Examples of active efforts include, but are not limited to:

- Engaging the Indian child, their parents, guardians and extended family members;
- Taking necessary steps to keep siblings together;
- Identifying appropriate services and helping parents overcome barriers;

- Identifying, notifying and inviting representatives of the Indian child's tribe to participate in shared decision-making meetings; and
- Involving and using available resources of the extended family, the child's Indian tribe, Indian social service agencies and individual caregivers.

An Indian child who is officially determined by the tribe to **not** be a member or eligible for membership in a federal tribe is not subject to the requirements of ICWA. In instances where ICWA does not apply, but the child is biologically an Indian child, part of a Virginia tribe that is not federally recognized or considered Indian by the Indian community, the LDSS should consider tribal culture and connections in the provision of services to the child.

Additional information is located in [Section 1, Appendix A: Indian Child Welfare Act \(ICWA\)](#) of this guidance manual.

In the event an Indian child is in imminent danger and does not live on a reservation where the tribe exercises exclusive jurisdiction, CPS has the authority to exercise emergency removal of the child. Additional guidance regarding the removal of an Indian child can be found in [Section 4, Family Assessment and Investigation](#), of this guidance manual. If a child is removed and placed into foster care, see Section 3 of the [VDSS Child and Family Services Manual, Section E. Foster Care](#) and [Section 8, Judicial Proceedings, Appendix D](#), Guidelines for State Courts and Agencies in Indian Child Welfare Custody Proceedings of this manual.

6.3 Contact with the family in a CPS on-going case

6.3.1 Minimum contact

The frequency of contacts with the child and family should be determined from the safety, risk and needs that have been assessed. The minimum contact requirement is a face-to-face worker visit between the CPS on-going worker and the child and family **at least one (1) time per month** and should occur in the home.

6.3.2 Additional contacts defined

- Collateral contacts: These are contacts with people who have information about the family and/or are providing interventions for the child/family. These include police, attorneys, teachers, neighbors, relatives, and treatment providers, among others. Collaterals do not include the principals in the case such as the child and parents.
- Designated contacts: The CPS on-going worker/supervisor or service team may delegate additional face-to-face contacts to providers with a contractual relationship to the LDSS and/or other agency staff such as family services specialist aides or other service providers outlined in the service plan. However,

the CPS on-going worker must always maintain at least **one (1)** face-to-face worker visit with the parent/guardian and child per month.

6.3.3 Parental permission to speak to a child

The CPS on-going worker shall gain consent from the parents or legal guardian to speak to a child outside their presence unless a court order specifies consent is not required. This should be discussed with the family while developing the service plan and documented in the child welfare information system.

6.3.4 Contact information

The following information is collected, assessed and documented in case contacts in the child welfare information system.

6.3.4.1 Worker visit with the child

- Address any safety concerns;
- The child's feelings/observations about the factors that led to CPS involvement and the impact of trauma;
- Issues pertaining to the child's needs, services and case goals;
- Education;
- Family interactions with parents/siblings;
- Extracurricular/cultural activity/hobby participation;
- Medical/ dental/mental health need; and
- Observation of the child's physical appearance.

6.3.4.2 Worker visit with the parent/guardian

- Address any safety concerns;
- Progress toward reaching goals and objectives as outlined in the service plan;
- Medical/dental/mental health concerns, appointments, treatment and follow up care for the child and/or themselves;
- Child behaviors: worker and parent concerns, developmental concerns, and any behavioral management plan, if applicable;

- Education: school status/performance, behaviors and educational services being provided;
- Tasks required to meet child's needs;
- Inquiry about non-custodial parents;
- Any new CPS reports since last contact;
- Law enforcement or court system involvement since last contact;
- Needs or services not being provided; and
- Observation of the home, including the sleep environment for any child less than one (1) year of age. For additional information related to safe sleep environments, see [Section 4.5.10.1 Safe sleep environment and practices](#) located in Section 4 of this guidance manual.

6.3.4.3 Contact with collaterals or designated contacts

- Information regarding the safety of the child and reduction of risk of future maltreatment;
- Information regarding their contact with the family;
- Medical/dental/mental health concerns, appointments, treatment and follow up care for the child and/or the parents/guardians;
- Education: school status/performance, behaviors and educational services being provided; and
- Status of any criminal or civil court matters.

6.4 Roles and responsibilities of the CPS on-going worker

The responsibilities of the CPS on-going worker include:

- **Managing child safety**

The CPS on-going worker maintains a focus on child safety at all points of the case including reassessing child safety, developing plans to control threats to child safety and ensuring safety plan participants understand and fulfill their roles.

- **Managing permanency planning**

The CPS on-going worker maintains an overall focus on the importance of safe, stable living arrangements for the child including taking steps to assure that the family and service providers understand the importance of permanence for the child, the timeframe for change and the consequences for lack of progress.

- **Managing the case plan**

The CPS on-going worker engages the family in decision making and the treatment process, formulates goals, identifies appropriate services and service providers, monitors service provision to assure it supports the case plan, communicates with all service providers and evaluates family progress and service plan appropriateness.

- **Managing the court process**

If court is involved, the CPS on-going worker provides necessary information to the judge, Guardian ad Litem (GAL), Court Appointed Special Advocate (CASA), agency attorney and Commonwealth attorney as needed. The CPS on-going worker ensures the family is informed and understands the court process.

- **Managing documentation**

The CPS on-going worker ensures the case record in the child welfare information system is accurate and current, that all decisions and the basis for those decisions is well documented, and maintains copies of all court documents and other vital reports in the hard case file.

- **Engaging the family**

Family engagement is a relationship focused approach that provides structure for decision making and empowers the family in the decision-making process. Success in the provision of services depends on the quality and durability of relationships among agency workers, service providers, children and families. The CPS on-going worker is involved in developing strategies to engage the family in case planning and goal achievement and to the extent possible, establishing a partnership with the family to assure child safety and facilitate change. Strategies for engaging families reflect the family's language; cultural background; and balance family-centered, strength-based practice principles with use of protective authority. The worker should:

- Approach the family from a position of respect and cooperation.
- Engage the family around strengths and utilize those strengths to address concerns for the health, safety, education, and well-being of the child.
- Actively involve the child and family in the case planning process, including establishing goals and objectives in the case plan and the service plan review.

- Engage the child and family in decision-making about the choice of services and the reasons why a particular service might be effective.
- When appropriate and/or necessary, respectfully conclude the relationship when the case is closed or the case plan goals are achieved.

Additional techniques for engaging the family, including building rapport and engaging resistant clients can be located in [Appendix C: Building Rapport Techniques](#).

6.5 Reasonable diligence to locate family in a CPS on-going case

The LDSS must use reasonable diligence to locate a missing child or family in a CPS on-going case.

([22 VAC 40-705-150 F](#)). The local department must use reasonable diligence to locate any child for whom a founded disposition of abuse or neglect has been made and/or a child protective services case has been opened pursuant to [§ 63.2-1503 F](#) of the Code of Virginia. The local department shall document its attempts to locate the child and family.

6.5.1 What constitutes reasonable diligence

The CPS on-going worker shall document all reasonable and prompt attempts to locate the child and family including, but not limited to, checking when applicable:

- Child welfare child welfare information system;
- Postal Service for last known or forwarding address;
- Neighbors, landlords, known relatives;
- School records;
- Department of Motor Vehicles;
- Department's Division of Support Enforcement;
- Department of Corrections, Probation and Parole;
- Law Enforcement;
- Telephone and utility companies;
- Employer;
- [Person locator tools](#) and/or SPIDeR searches;

- Internet searches including generic search engines such as Google, Yahoo, Bing, etc.;
- Social networks such as Facebook, *Instagram* or Twitter; or
- Other appropriate contacts.

A [Reasonable Diligence Checklist](#) is located on FUSION.

6.5.2 Conducting periodic checks for missing child/family

If the victim child or family is not found, the CPS on-going worker must establish a timetable for making periodic checks. Periodic checks for the missing child/family must continue *monthly for at least 90 days* until the LDSS is satisfied with the resolution of the case. The CPS on-going worker shall document the timetable in a case contact in the child welfare information system as well as the results of the periodic checks. *The CPS on-going worker must document the results of the monthly periodic checks in the child welfare information system.*

6.6 Reasonable candidacy for foster care in a CPS on-going case

A critical assessment that must be completed in all CPS on-going cases is determining reasonable candidacy for foster care. The CPS on-going worker must evaluate whether or not a child is a reasonable candidate for foster care placement because the CPS on-going worker is either seeking the child's removal from the home or is making reasonable efforts through services to prevent the child's removal.

The CPS on-going worker must determine if the child is a Reasonable Candidate for Foster Care if they believe the child is at risk of foster care placement if services are not provided. If the child is eligible, the LDSS may claim Title IV-E reimbursement for administrative activities performed on behalf of the child regardless of whether the child is actually placed in foster care.

The specific eligibility requirement for reasonable candidacy is a service plan that clearly documents all of the following criteria:

- that absent effective preventive services, foster care placement is the planned arrangement for the child; **and**
- that the plan was developed jointly with the child, and the parents or guardians when appropriate; **and**
- a description of the services offered and/or provided to prevent the removal of the child from the home; **and**

- the case is actively being managed to maintain the child in the home and/or prevent placement into foster care.

An alternative eligibility requirement includes:

- Evidence of court proceedings in relation to the removal of the child from his/her home, in the form of a petition, a court order, or transcript of the court proceedings and a copy is maintained in the child's service record.

There is not a specified time limit for how long a child may be considered a reasonable candidate for foster care. The CPS on-going worker shall document in the child welfare information system its justification for maintaining a child as a reasonable candidate for foster care **at least once every six (6) months**.

The LDSS must use the Reasonable Candidacy Documentation Form in the child welfare information system to document eligibility for reasonable candidacy and for the LDSS's reimbursement for case management. Additional information regarding reasonable candidacy can be found in [Appendix D: Reasonable Candidacy Manual](#) and in the on-line course CWSE1006: Reasonable Candidacy for Foster Care found in the [Virginia Learning Center](#).

In CPS on-going services cases, the documentation for reasonable candidacy is a defined service plan that clearly states that absent effective preventative services, foster care will likely result. The CPS on-going services plan is an acceptable case plan to document reasonable candidacy and must clearly demonstrate that the case is actively managed by the CPS on-going worker to maintain the child in the home and to prevent the child's foster care placement.

It is important to note that reasonable candidacy eligibility and documentation are related to the fiscal reimbursement for case management provided by the LDSS and does not replace the requirement to determine the need for CPS on-going services.

6.7 Screening for sex trafficking victims in a CPS on-going case

Federal law, specifically Title 1 of the Preventing Sex Trafficking and Strengthening Families Act ([HR 4980](#)), requires child welfare agencies to identify, document and determine appropriate services for children and youth at risk of sex trafficking. While research indicates that youth in foster care are one of the most vulnerable populations, all children who experience abuse or neglect are at risk. All children must be screened to determine if they are a victim of sex trafficking and the results must be documented in the child welfare information system prior to the development of service plan.

6.7.1 Signs of sex trafficking

Signs that a child is a victim of sex trafficking may include but are not limited to:

- History of emotional, sexual or other physical abuse;
- Signs of current physical abuse and/or sexually transmitted diseases;
- History of running away or current status as a runaway;
- Inexplicable appearance of expensive gifts, clothing, cell phones, tattoos or other costly items;
- Presence of an older boyfriend or girlfriend;
- Drug addiction;
- Withdrawal or lack of interest in previous activities; or
- Gang involvement.

6.7.2 When sex trafficking is identified

If the LDSS identifies or receives information that a child has been a victim of sex trafficking, they shall notify local law enforcement **within 24 hours** of identifying or receiving such information and document such notification in the child welfare information system.

The LDSS may contact the [National Human Trafficking Resource Center](#) (NHTRC) at 1-888-3737-888 if they suspect sex trafficking of a minor. NHTRC operates a 24 hour hotline to help identify and coordinate with local organizations that protect and serve victims of trafficking.

6.7.3 Additional information

- See [Section 4, Investigations and Family Assessments, Appendix M: Human Trafficking of Children Indicators and Resources](#) of this guidance manual for additional information regarding screening and safety considerations for victims of human trafficking, which includes sex trafficking.
- Additional information regarding sex trafficking can be found in the on-line course, [CWSE4000: Identifying Sex Trafficking in Child Welfare](#). This course is also available on the [VDSS public website](#).
- See [Appendix G: Services for Sex Trafficking Victims](#) for additional service recommendations.

6.8 Strengths and needs assessment in a CPS on-going case

The Family Strengths and Needs Assessment (FSNA) must be completed in all CPS on-going cases and must be documented in the child welfare information system **within 30 calendar days** of opening the case for CPS on-going services and updated **every 90 days** if the case is to remain open until the case is closed.

6.8.1 FSNA

The FSNA is a systematic evaluation of elements to determine the family's strengths and needs and help identify contributing factors and underlying conditions that may influence child maltreatment. The FSNA helps identify family strengths as well as needs particularly in areas where the needs may be greater. The FSNA guides the development of the case plan. Use of the FSNA ensures there is consistency in assessment of caretakers and children across critical domains of functioning. Within each domain, the CPS on-going worker will assess items as a strength (positive score), a neutral characteristic (zero score) or a moderate/severe (negative score) need.

6.8.1.1 Use of definitions is critical

For accurate completion of the FSNA, it is critical to refer to the definitions provided. Assessment responses must be based on supporting narrative documented in the child welfare information system. The FSNA tool with definitions is located in the child welfare information system, [Appendix E: Family Strengths and Needs Assessment](#) and on the [CPS forms page](#) on the VDSS website.

6.8.1.2 Caretaker information to be gathered for the FSNA

The CPS on-going worker must gather information from the family, child, case records, etc. in order to thoroughly assess each domain for both the primary and secondary caretaker. The caretaker domains include:

- **Substance use or abuse** (assesses the current and historical use of substances as well as how the caretaker teaches the child about substances)
- **Emotional stability** (assesses the caretaker's resilience and how their emotional health affects daily functioning)
- **Sexual abuse** (assesses the current and historical matter of sexual abuse as well as how the caretaker teaches the child about sexual abuse)
- **Resource management and basic needs** (assesses not only the adequacy of resources but how they are managed)

- **Parenting skills** (assesses knowledge, understanding of parenting skills)
- **Household relationships/ DV** (assesses dynamics of power and control and interaction between the adults in the home)
- **Caretaker abuse or neglect history** (assesses childhood abuse or neglect of the caretaker and its impact on the family)
- **Social or community support system** (assesses access and use of resources to include extended family, friends, and community resources)
- **Physical health** (assesses the caretakers' health and how this impacts family functioning)
- **Communications skills** (assesses the caretakers' level of communication and how it affects family functioning)

6.8.1.3 Child information to be gathered for the FSNA

The CPS on-going worker must gather information from the family, child, case records, etc. in order to thoroughly assess each domain for all the children in the family. The child domains include:

- **Emotional/behavioral** (assesses the child's mental health, emotional adjustment and coping skills)
- **Family relationships** (assesses the child's interactions with family members)
- **Medical/physical** (assesses the child's medical needs including routine health care)
- **Child development** (assesses the child's physical and cognitive development)
 - The CPS on-going worker may utilize many resources to assess child development. This assessment does not replace a formal developmental assessment. A developmental milestones chart can be located in [Appendix E: Developmental Milestones](#).
- **Cultural/community identity** (assesses the child's connection with his culture and or community)
- **Substance abuse** (assesses the child's use of substances)

- **Education** (assesses the child's academic achievement and identifies specialized educational needs when applicable)
- **Peer/adult social relationships** (assesses the child's relationships with peers and adults outside of the family)
- **Delinquent/CHINS behavior** (assesses behavior which if committed by an adult would be a crime or offenses unique to children)

6.8.1.4 Prioritize caretaker strengths and needs

In addition to help identify strengths and needs, the FSNA helps prioritize them. The "scoring" within each domain allows the strengths and needs to be listed from a greater to a lesser "score".

It is important to consider how the needs relate to identified safety threats and risk factors. The CPS on-going worker and the family will select three (3) of the greatest needs on which to develop objectives and focus services. When developing the service plan, the CPS on-going worker should build on the strengths already present in a family.

6.8.1.5 Child needs identified in FSNA

Unlike adult caretaker domains, the child needs are not prioritized. Any and all items identified as needs in the child assessment domains should be addressed in the service plan.

6.8.2 Child and Adolescent Needs and Strengths Assessment

All children who receive services through the Children's Services Act (CSA) must be assessed using the mandatory uniform assessment instrument, the Virginia Child and Adolescent Needs and Strengths Assessment (CANS) tool. Information on CANS, including policy manuals, fact sheets, score sheets, and training is available on the [CSA website](#).

6.9 Service planning in a CPS on-going case

6.9.1 Definition of service plan

The service plan documents all services to prevent further child abuse or neglect or to prevent placement of the child outside of the family. The Virginia Administrative Code defines a service plan:

(22 VAC 40-705-10). "Service Plan" means a plan of action to address the service needs of a child or his family in order to protect a child and his siblings, to prevent future abuse and neglect, and to preserve the family life of the parents and children whenever possible.

6.9.2 Timeframe to complete service plan

The initial service plan must be developed **within 30 calendar days** of opening the case. It must be re-evaluated **every 90 days** or sooner if safety, risk, or family circumstances change. The service plan must be documented in the child welfare information system.

6.9.3 Information needed to develop service plan

The service plan incorporates information about the caretakers, parents, legal guardians and children. It is important for the CPS on-going worker to review all relevant documents prior to developing the service plan with the family. The following information should be reviewed and considered in developing a service plan with the family:

- The most recent safety assessment completed with the family, noting any safety factors that have been identified;
- The most recent safety plan developed with the family;
- CPS family assessment or investigation that prompted the opening of the CPS on-going case;
- Prior CPS history for the family, including any prior screened out reports, family assessments, investigations or service cases;
- The most recent CPS Family Risk Assessment completed for the family, noting the identified risk factors;
- The Family Service Agreement completed in the family assessment or investigation;
- The recommendations from the FPM (if conducted);
- The FSNA completed prior to developing or renewing the service plan, noting the top three (3) priority needs;
- Reports received from collateral sources such as psychological evaluations, forensic evaluations, parenting capacities, home studies, court reports, etc.; and
- Any court orders.

6.9.4 Develop the plan with the family

The child and family should have an active role and voice in identifying their strengths and needs, which guide the goals, objectives and activities of the service plan. Engagement involves consistent use of strength-based, respectful, unbiased, non-judgmental and empowering language in all communication. The CPS on-going worker should engage the family to:

- Identify their strengths;
- Recognize, explain and prioritize their needs, preferences, and challenges;
- Understand, accept, and work toward any non-negotiable conditions that are essential for child safety and well-being;
- Attend team meetings and shape key decisions about goals, intervention strategies, special services, and essential supports;
- Advocate for their needs, supports, and services; and
- Follow through on interventions.

6.9.5 When parents are not engaged

When the CPS on-going worker cannot engage the parents in mutual goal setting, the CPS on-going worker must develop goals and objectives responsive to the issues identified and the expected outcomes. These objectives and goals represent the LDSS responsibility to address child safety issues.

See [Appendix C: Building Rapport Techniques](#) for additional techniques for dealing with resistant clients.

6.9.6 Service planning and DV

Additional guidance for service planning when DV is present can be found in Section 1.7 of the [VDSS Child and Family Services Manual, Chapter H. Domestic Violence](#).

6.9.7 Service plan components

The main components of the service plan are the goals, objectives, services and activities/tasks.

6.9.7.1 Goals

Goals are broad statements which express child welfare outcomes of safety, permanency and child and family well-being. They represent the overall desired outcome toward which all case activities are directed. To achieve a goal often

requires the coordinated implementation of many activities and the resolution of problems.

6.9.7.1.1 Primary goals

There are two (2) primary goals in CPS on-going cases:

- Prevent removal.
- Prevent future abuse/neglect.

6.9.7.2 Objectives

An objective is a statement that describes a specific desired outcome or "end state." Objectives are more specific in scope than goals. An objective describes what must be done in order to achieve the desired goal.

Achievement of a goal generally requires the accomplishment of a series of objectives. An objective describes in measurable terms exactly what behavioral change is desired. The outcome described by an objective generally represents a resolution of a safety threat or decrease of risk through the elimination of a specific identified need or problem.

Objectives must have certain characteristics in order to measure success:

- **Objectives need to be measurable.** Objectives are very specific outcomes which should ultimately result in goal achievement. In order to determine whether these short-term outcomes have been completed, they must be measurable. All parties to the plan must be able agree whether the stated objectives have been accomplished. The objectives should include some criteria to measure achievement.
- **Objectives need to reflect behavioral change.** In CPS on-going cases, many goals reflect the elimination of harmful parenting behaviors. If the goal is to prevent removal of the child from their home or reunite the child residing voluntarily outside of the home, intervention will be directed towards helping parents alter their behaviors or lifestyles to resolve safety threats and reduce the likelihood of future harm. The objectives themselves should clearly describe specific behavioral changes parents/caretakers need to adopt.
- **Objectives should be derived from the FSNA, safety and risk factors identified.** Objectives are derived from, and must be consistent with the assessed problem. For example, if the assessment has found that no alcohol or drug problem exists in the family, an objective that the parent is "clean and sober" has no relevance. Conversely, if the assessed problem

is that the parent has recently become dependent on prescription drugs and has successfully parented other children, learning new parenting skills is not likely to address the dependence on prescription drugs. In addition, an objective should be formulated for the identified safety threat(s) and each significant element contributing to risk as identified in the Family Risk Assessment. This will assure that activities and services are properly directed at eliminating the underlying conditions or contributing factors and that they are individualized to meet each family's needs.

- **Objectives should be time-limited.** Each objective should have a time frame for completion. The assignment of a time frame provides an additional criterion by which achievement of the objective can be measured.
- **Objectives should be mutual.** In the casework engagement model, all planning activities are conducted mutually by the family and the worker. The more involved the family is in determining the objectives, the more likely family members will be committed to implementing them. Family members are more motivated to make changes if they have identified the changes needed.

Examples of objectives:

- Father will give his child a “time out” or use an alternative method of discipline he has learned from his parenting class rather than hitting or slapping his child.
- Mother will put food in the refrigerator immediately after breakfast, lunch and dinner. The floor will be free of trash and debris.
- Caretaker will leave the child with an adult who has a drug-free history and no prior CPS involvement.

6.9.7.3 Services

Services include information or referrals for tangible and intangible support. Services can be delivered in the home or in another environment that is familiar and comfortable for the family. Services may also be court-ordered.

When possible, services should be evidenced based and trauma-informed. See [Appendix A: Trauma-Informed Care](#) for additional information regarding trauma informed services and [Appendix G: Services for Sex Trafficking Victims](#) for services related to sex trafficking victims.

6.9.7.3.1 Caretaker services by FSNA domains

Suggested services include but are not limited to:

- **Substance abuse:** evaluation and treatment; support groups such as Alcoholics Anonymous (AA) or Narcotics Anonymous (NA).
- **Emotional stability:** mental health evaluation and treatment; and/or individual or group counseling.
- **Sexual abuse:** individual or group counseling.
- **Resource management and basic needs:** concrete assistance with food, clothing, shelter/housing; transportation; and/or budgeting.
- **Parenting skills:** parental capacity evaluation; parent education; coaching; and/or parent support group.
- **Household relationships/DV:** individual or group counseling; DV Program/Shelter; DV Batterer Intervention; and/or marital counseling.
- **Caretaker abuse/neglect history:** individual or group counseling.
- **Social or community support system:** support groups; faith based support programs.
- **Physical health:** EPSDT; family planning; maternity services; medical services; nutritional counseling; occupational/physical/speech therapy; residential maternity services.
- **Communications skills:** individual counseling; coaching; and/or mentoring.

6.9.7.3.2 Child services by FSNA domains

Suggested services include but are not limited to:

- **Emotional/behavioral:** mental health evaluation and treatment; and/or individual or group counseling.
- **Family relationships:** individual or family counseling.
- **Medical/physical:** medical services; nutritional counseling; dental care.

- **Child development:** developmental assessment; Part C Early Intervention referral; occupational therapy; and/or speech therapy.
- **Cultural/community identity:** community support groups; faith based support programs; and/or after school programs.
- **Substance abuse:** evaluation and treatment; support groups such as Alcoholics Anonymous (AA) or Narcotics Anonymous (NA)
- **Education:** educational services; educational/vocational training; tutoring.
- **Peer/adult social relationships:** individual or family counseling.
- **Delinquent/CHINS behavior:** individual counseling; legal services; probation services

6.9.7.4 Activities/tasks

The service plan must also specify the necessary activities or tasks to achieve each stated objective. This part of the service plan can be viewed as the "step-by-step implementation" or "action plan" which will structure and guide the provision of services.

Activities should be written for each objective included in the service plan. This includes:

- What steps or actions must be performed, in what order, to achieve the objectives;
- Who in the family will be responsible for the implementation of each activity;
- When the activity is to occur, including desired time frames for beginning and completing each activity;
- Where each activity is to take place;
- What activities and services the CPS on-going worker or LDSS will complete or provide; and
- How will any barriers be minimized?

Activities should be jointly formulated and agreed upon by the family and the CPS on-going worker. The family's commitment to following through with service plan activities is directly related to their involvement in the plan's development.

- Complex activities should be broken down into parts, and each part should be listed as a separate activity.
 - For example, to meet the objective of father will give his child a “time out” or use an alternative method of discipline he has learned from his parenting class rather than hitting or slapping his child, a task/activity may be that he attends a parenting class. This may include a sequence of more discrete tasks such as, locating a class that addresses parenting issues for the age and development of the child, enrolling in the next available session, attending each session, participating in the sessions, completing the sessions and demonstrating use of alternative parenting techniques with the child.
 - When activities consist of a series of small steps, it is should be easier to prioritize them and to implement them in a specified order. There is also a greater opportunity for the family to succeed at carrying out smaller steps and often increases motivation to complete additional activities.

The CPS on-going worker should ensure that the family has the knowledge and ability to carry out assigned activities. If not, the activities should be reformulated.

When formulating activities to achieve objectives, the CPS on-going worker should consider and maximize any family strength identified by the worker and family during the assessment process.

Examples of activities:

- Father will enroll in and attend all seven (7) sessions of the parenting class held at the community hall starting on [date] and ending on [date].
- By [date] worker will develop a plan to provide the caretaker with information about child development. Caretakers will read the information provided and meet with worker to talk about the child’s development, ask questions and assess whether each child is on target, ahead or behind developmentally by [date].
- Parent and worker will identify expectations for child’s behaviors that reflect their level of development by [date]. Parent will identify what they will do to encourage expected behaviors and manage behavior when child does not do what is expected and practice those behaviors by [date]. Worker will meet with the parent to discuss progress, barriers that arose and any changes needed by [date].

6.9.8 Share and document the service plan

The CPS on-going worker must document the service plan in the child welfare information system and include how the family was involved with its development. All goals, objectives, activities/tasks and services must be documented in the child welfare information system.

The completed service plan should include the signatures of all participating parties and a copy given to the family. The original service plan, with signatures, must be maintained in the hard copy file.

6.9.9 Supervisory review of the service plan

The CPS on-going supervisor should review the service plan in the child welfare information system.

6.9.10 Family refuses services

The LDSS has no authority to enforce the provision of services when a family, or other individual, refuses to accept those services. When services are refused, the LDSS must consider whether alternative action is necessary. The decision to seek alternative action to compel the acceptance of services should be based on the risk of harm to the child and/or immediate safety factors.

[\(22 VAC 40-705-150 B\)](#). Families may decline services offered as a result of family assessment or an investigation. If the family declines services, the case shall be closed unless there is an existing court order or the local department determines that sufficient cause exists due to threat of harm or actual harm to the child to re-determine the case as one that needs to be investigated or brought to the attention of the court. In no instance shall these actions be taken solely because the family declines services.

If a parent, or any individual, refuses to accept services, the CPS on-going worker should consult with the county/city attorney to determine if court action is needed. The CPS on-going worker may petition the court to order the necessary services.

The CPS on-going worker may also petition the court to require, not only a child's parent(s), but also guardian, legal custodian, other person standing in loco parentis or other family or household member of the child to cooperate in the provision of reasonable services or programs designed to protect the child's life, health, or normal development pursuant to Code of Virginia [§ 16.1-253](#).

(Code of Virginia [§ 16.1-253](#)) A. Upon the motion of any person or upon the court's own motion, the court may issue a preliminary protective order, after a hearing, if necessary to protect a child's life, health, safety or normal development pending the final determination of any matter before the court. The order may require a child's parents, guardian, legal

custodian, other person standing in loco parentis or other family or household member of the child to observe reasonable conditions of behavior for a specified length of time. These conditions shall include any one or more of the following:

1. To abstain from offensive conduct against the child, a family or household member of the child or any person to whom custody of the child is awarded;
2. To cooperate in the provision of reasonable services or programs designed to protect the child's life, health or normal development;
3. To allow persons named by the court to come into the child's home at reasonable times designated by the court to visit the child or inspect the fitness of the home and to determine the physical or emotional health of the child;
4. To allow visitation with the child by persons entitled thereto, as determined by the court;
5. To refrain from acts of commission or omission which tend to endanger the child's life, health or normal development; or
6. To refrain from such contact with the child or family or household members of the child, as the court may deem appropriate, including removal of such person from the residence of the child. However, prior to the issuance by the court of an order removing such person from the residence of the child, the petitioner must prove by a preponderance of the evidence that such person's probable future conduct would constitute a danger to the life or health of such child, and that there are no less drastic alternatives which could reasonably and adequately protect the child's life or health pending a final determination on the petition.

See [Section 8, Judicial Proceedings](#), for more information on Protective Orders.

When services are determined to be necessary to prevent abuse or neglect, but services are refused, both the offering and refusal must be fully documented in the child welfare information system.

6.9.11 Court refuses request for assistance

If the court does not issue an order compelling the family to accept services and the parents, other guardian, legal custodian, other person standing in loco parentis or other family or household member of the child continue to refuse critical services, the CPS on-going worker should consult legal counsel to determine if any other alternatives are available in working with the court. If no other legal recourse is available, the worker should close the CPS on-going case and document the reason for closure in the closing case summary in the child welfare information system.

6.10 Multidisciplinary teams and CPS on-going services

CPS is best provided in the context of community-based collaboration and support. The Code of Virginia [§ 63.2-1503 J](#) provides the statutory authority for LDSS to develop multidisciplinary teams and [22 VAC 40-705-150 E](#) provides regulatory authority for an LDSS to support the development of multidisciplinary teams.

[\(22 VAC 40-705-150 E\)](#). Local departments shall support the establishment and functioning of multidisciplinary teams pursuant to [§ 63.2-1503 J](#) of the Code of Virginia.

The purpose of multidisciplinary teams shall be to promote, advocate, and assist in the development of a coordinated service system directed at the early diagnosis, comprehensive treatment, and prevention of child abuse and neglect.

6.10.1 Child Advocacy Centers

A Child Advocacy Center (CAC) provides comprehensive services to victims of child abuse and neglect throughout the investigation, intervention, treatment and prosecution of reported cases. A CAC responds to sexual abuse, physical abuse, witness to violence and serious physical neglect reports. CAC services may include forensic interviews of child victims; case review and recommendation for services from a multidisciplinary team (MDT); victim advocacy and support for the victim and non-offending parent; medical assessment; mental health services; and legal expertise.

For more information about the CAC model and program locations in Virginia, visit [Child Advocacy Centers of Virginia](#) (CACVA).

6.10.2 Child and Family Team Meeting

As discussed in [Section 6.2.4](#), a Family Partnership Meeting is a practice strategy for insuring that family engagement, voice, choice and teaming are part of the agency's day to day case work practice.

Another practice strategy is Child and Family Team Meetings (CFTM). CFTM includes the child, parents, extended family and all service providers. CFTM provide a mechanism by which regular review of services and progress is shared among all the individuals involved in the case and where the family's needs and preferences are routinely informing decision-making.

There is no fixed formula for CFTM size or composition.

- Formation - CFTM members should include all available family members, CPS on-going worker and supervisor, any contracted service providers, health care providers, educational partners, child and parent advocates. When applicable, team members should also include mental health professionals, spiritual leaders, caretakers, Guardian ad Litems, CASA volunteers and others as

identified. Collaboration among team members from different agencies is essential. Team composition should be competent and have the right balance of personal interest in the family, knowledge of the family, technical skills, cultural awareness, authority to act, flexibility to respond to specific needs, and time necessary to fulfill the commitment to the family.

- Functioning - Most importantly the teaming process must develop and maintain unity of effort among all team members. CFTM members should develop a unified vision of what would have to happen for the case to close. The team must assess, plan, implement and prepare for safe case closure.
- Frequency- the frequency of CFTM will vary depending on the individual circumstances of each case. The CFTM should help inform the service plan and should be held prior to any service plan review.

In the matrix provided in [Appendix G: Comparing FPM and Child and Family Team Meetings](#), the FPM and CFTM are compared and contrasted. The opportunities for family engagement, incorporation of voice and choice and teaming are clear in both, but differences are also highlighted. Additional information about CFTM and other evidence based practices can be located on Continuous Quality Improvement (CQI) page on the [VDSS internal website](#).

6.10.3 Cooperation and exchange of information

The Code of Virginia [§ 63.2-1503 J](#) establishes statutory authority for the LDSS to develop agreements that govern the work of the multidisciplinary teams including the exchange of information among team members. LDSS are encouraged to develop written protocols for the operation of local multidisciplinary teams.

Multidisciplinary teams involved in case consultation can have access to confidential case information. All members of a multidisciplinary team abide by laws and policies related to confidentiality. More information about confidentiality and CPS can be found in the [Section 9, Confidentiality](#).

6.11 New report in a CPS on-going case

When child abuse or neglect allegations are made in an open CPS on-going case, the report must be treated as a new CPS report and evaluated for validity and response as set out in CPS guidance for complaints and reports in Section 3. This includes situations where safety concerns necessitate the removal of a child. The LDSS may decide to have the CPS on-going worker respond to a valid report if that worker is qualified as a CPS worker, having received the mandated training for CPS as outlined in [Section 1, Introduction to CPS](#). The referral and results of a valid report shall be documented in the child welfare information system as a family assessment or an investigation.

If as a result of the new investigation or family assessment a new safety plan is implemented, it must be shared with all involved parties in the CPS on-going case. When a new Family Risk Assessment is completed, it does not affect the existing schedule for risk re-assessment and service plan updates in the open CPS on-going case. Any new safety or risk factors must be taken into consideration when the service plan is updated in the CPS on-going case.

6.12 Assessing safety in a CPS on-going case

Safety assessment is both a process and a document. The process of assessing child safety is ongoing throughout the life of the CPS referral and the CPS on-going case. The initial safety decision and safety plan are documented in the child welfare information system by the CPS worker during the investigation or family assessment.

The following circumstances must be documented in a new Safety Assessment Tool in the CPS on-going case in the child welfare information system **within three (3) business days**:

- a change in family circumstances such that one (1) or more safety factors previously present are no longer present;
- a change in information known about the family in that one (1) or more safety factors not present before are present now;
- a change in ability of safety interventions to mitigate safety factors and require changes to the safety plan; or
- a case is recommended for closure.

When safety is reassessed, the safety plan should be reviewed and revised accordingly. A FPM may be considered if safety concerns escalate.

CPS on-going workers must be familiar with the safety assessment process and tool. See [Section 4, Family Assessment and Investigation](#), for guidance on completing the Safety Assessment Tool. Additional information about the safety assessment can be found in Module 2 of CWSE 1510: Structured Decision Making in Virginia located in the [Virginia Learning Center](#). The final safety decision is one (1) of the following:

- **SAFE.** There are no children likely to be in immediate danger of serious harm at this time. No safety plan is required.
- **CONDITIONALLY SAFE.** Protective safety interventions have been taken and have resolved the unsafe situation for the present time. A new or revised safety plan is required to document the interventions.

- **UNSAFE.** Approved removal and placement was the only possible intervention for the child. Without placement, the child will likely be in danger of immediate serious harm. A court order is required to document intervention.

If a child is assessed as unsafe and court action is required, it is important for the LDSS to obtain legal counsel prior to petitioning for the removal of a child. Removal of a child should only occur after consideration of alternatives to an out-of-home placement. The court will need to establish that reasonable efforts have been made to prevent the removal and there are no alternatives less drastic than removal that could reasonably protect the child's life or health. The LDSS will need to determine whether to file for an Emergency Removal Order (ERO) or a Preliminary Removal Order (PRO). Refer to [Section 8, Judicial Proceedings](#), for guidance on ERO and PRO. The main difference between an ERO and PRO is the urgency. An ERO may be issued ex-parte and the preliminary removal hearing must be held **within 5 business days**. The PRO differs from the ERO in that a hearing must take place before PRO can be issued.

If the safety decision is unsafe and the child is removed and placed into foster care and no other children remain in the home, the CPS on-going case type must be changed to foster care in the child welfare information system.

If any child is placed into foster care and other siblings/children remain in the home, the CPS on-going case type must be changed in the child welfare information system to reflect a dual case type (foster care and CPS on-going).

6.13 Service plan review of a CPS on-going case

The CPS on-going worker must review the CPS service plan with the family every **90 days** or more often if the safety/risk changes. The purposes of a service plan review are to:

- Assess and manage child safety;
- Assess objectives to ensure they are helping attain goals;
- Assess family progress toward establishing and maintaining a safe environment;
- Keep all parties involved with the case plan informed and focused on common goals;
- Review performance and appropriateness of services and service providers;
- Determine the need to revise the case plan;
- Determine whether case closure is appropriate; and
- Consider issues related to permanency and well-being as applicable.

Changes to the service plan must be based on the family progress toward attaining the goals and specific objectives in the service plan and reduction of risk of future maltreatment. A FPM or CFTM may be held when the service plan is reviewed.

6.13.1 Risk reassessment

The first step in reviewing the service plan is to reassess the risk of future maltreatment. The Risk Reassessment Tool informs whether the future likelihood of maltreatment has been reduced, increased or remained the same following the provision of services or changing circumstances within the family. Reassessing risk in a CPS on-going case measures the progress of the family towards meeting the goals and objectives of the service plan. Reassessing risk guides decisions about case closure. The risk reassessment must be completed every 90 days until the case is closed. It must be completed before renewing or ending a service plan in the child welfare information system.

6.13.1.1 Risk reassessment considerations

The CPS on-going worker must use the Risk Reassessment Tool which is located in the child welfare information system and on the VDSS public [website](#). There are two (2) main sections of the tool. The first section, R1 through R4, captures information that should already be known and documented in the CPS investigation or family assessment. The second section, R5 through R9, assesses information obtained during the period since the last Family Risk Assessment done during the investigation or family assessment or the last Risk Reassessment, otherwise known as the period under review. The Risk Reassessment Tool assesses the following:

- Prior history of child abuse or neglect;
- Prior history of child welfare services;
- History of caretaker childhood abuse or neglect;
- Characteristics of the child;
- New reports of abuse or neglect received;
- Issues related to substance abuse;
- Issues relating to adult relationships/DV;
- Providing care to the child consistent to their needs; and
- Progress with the service plan.

Each of these is clearly defined in [Appendix H: Risk Assessment Tool](#). The use of definitions with all SDM tools is critical.

6.13.1.2 Risk reassessment decision

The decision to keep a case open is the same as in the investigation or family assessment. The decision to close the CPS on-going case must be approved by the supervisor. The decision to close a case is based on the following suggestions:

Low Risk	Close case
Moderate risk	Remain open OR close case
High Risk	Remain open
Very High Risk	Remain open

6.13.2 Update the FSNA

After the decision is made that the case will remain open, the next step in reviewing the service plan is to update the FSNA. Critical needs are likely to change as families engage in achieving the objectives in the service plan. For CPS on-going cases that have been reassessed at moderate risk, the FSNA guides the decision regarding case closing. The FSNA must be updated in the child welfare information system every **90 days**, after the service plan has been renewed.

6.13.3 Update service plan

After the Risk Reassessment Tool is completed, the service plan must be revised.

If the decision is to close the case, all services must be ended in the service plan in the child welfare information system.

If the decision is to keep the case open, the service plan must be renewed first and then a new FSNA is completed in the child welfare information system. The updated service plan must be shared with the family. The updated service plan should include the signatures of all participating parties and a copy be given to the family. The updated service plan with original signatures must be maintained in the hard copy file.

6.13.4 Update reasonable candidacy status

The reasonable candidacy for foster care must be updated **every six (6) months** or sooner if circumstances change.

6.14 Closing a CPS on-going case

6.14.1 Update safety assessment

A new Safety Assessment Tool must be completed any time new safety threats are identified and must be completed prior to closing a CPS on-going case. The final safety assessment *must* be completed **within 30 days of case closure**. The safety assessment should be safe in order to close a case. The safety assessment must be documented in the CPS on-going case in the child welfare information system.

There may be occasions when the final closing safety assessment is still conditionally safe and a safety plan is developed with the family with the understanding that once the case is closed the plan will no longer be monitored for compliance.

6.14.2 Update risk reassessment

*A final Risk Reassessment Tool must be completed **within 30 days of case closure**. The risk reassessment should be low or moderate in order to close a case. The final risk reassessment must be documented in the child welfare information system. There may be occasions when the final risk reassessment remains high or very high and justification for closure must be included in the child welfare information system.*

6.14.3 Closing notification/summary

The CPS on-going worker should document a closing case summary in the child welfare information system. This closing case summary details the rationale for closing the case and should include:

- The reason the case was opened;
- The services provided to the child and family;
- The results of any assessments completed to include but not limited to: Risk Reassessment, Safety Assessment, FSNA, etc.;
- The outcomes of any criminal or civil court matters; and
- Any recommendations or referrals for the family after case closing, such as the use of formal and informal support systems.

The family must be informed that the case is closed both orally and in writing. This notification must be documented in the child welfare information system.

6.14.4 Supervisory approval

The case closure must be approved by the CPS on-going supervisor in the child welfare information system.

6.15 Transferring a CPS on-going case outside the LDSS

6.15.1 Transfer open CPS on-going case to another LDSS in Virginia

When a family moves, the CPS on-going case shall be transferred to the LDSS in the locality where the family will reside.

([22 VAC 40-705-150 G](#)). When an abused or neglected child and persons who are the subject of an open child abuse services case have relocated out of the jurisdiction of the local department, the local department shall notify the child protective services agency in the jurisdiction to which such persons have relocated, whether inside or outside of the Commonwealth of Virginia, and forward to such agency relevant portions of the case records pursuant to [§ 63.2-1503 G](#) of the Code of Virginia.

6.15.1.1 LDSS to initiate transfer immediately

The LDSS shall contact the receiving agency immediately to notify the agency that the family is moving to that locality and will need CPS on-going services. This notification should be done verbally.

At a minimum, the LDSS shall provide to the receiving LDSS the following information:

- Child welfare information system Case Number.
- Summary of the sending agency's involvement with the family, including the services currently being provided to the child or family.

6.15.1.2 All contacts must be current

When transferring a CPS on-going case to another LDSS, the sending agency should ensure that all contacts are current. The FSNA, Risk Reassessment Tool and service plan must be current and documented in the child welfare information system. Client demographics such as date of birth, address and phone numbers should also be updated.

6.15.1.3 LDSS shall send entire record to receiving LDSS

A copy of the entire CPS record, including the fully documented automated record and any additional hard copy reports or files, shall be forwarded to the new locality **within 30 days**. The automated case record shall be forwarded

electronically, and any other record information shall be mailed or faxed. The sending LDSS retains all originals of the hard copy record, including the required notifications.

6.15.1.4 Receiving LDSS shall provide services

([22 VAC 40-705-150 H](#)). The receiving local department shall arrange necessary protective and rehabilitative services pursuant to [§ 63.2-1503 G](#) of the Code of Virginia.

The receiving LDSS must complete or attempt the first contact within five (5) business days of assignment. The first contact should be a face-to-face worker visit with the parents, custodians or legal guardians, the children, and the sending LDSS worker (if possible.)

6.15.2 Transfer open CPS on-going case to another state

If a family in an open CPS on-going case moves to another state and services are still needed to prevent abuse and neglect, the LDSS must contact the receiving state for information and instructions. A complete listing of CPS contact information for each state can be located on the [Child Welfare Information Gateway](#) website.

6.15.3 Transfer CPS case out of state; child in the custody of an LDSS

6.15.3.1 Involving Interstate Compact for the Placement of Children (ICPC)

- The LDSS shall contact the [Interstate Compact for the Placement of Children \(ICPC\) unit](#) at VDSS for assistance to transfer to another state a CPS on-going case with at least one child in the home and at least one (1) child in the custody of an LDSS. (Dual CPS & Foster Care case type)
- The LDSS shall contact the ICPC unit at VDSS for assistance to transfer to another state a CPS on-going case where there is a Virginia court which has an open child abuse/neglect or dependency case that established court jurisdiction to supervise, remove and/or place the child in another state.

6.16 Prevention services

The Code of Virginia [§ 63.2-1501](#) provides the statutory definition of prevention.

([22 VAC 40-705-150 D](#)). Protective services also includes preventive services to children about whom no formal complaint of abuse or neglect has been made, but for whom potential

harm or threat of harm exists, to be consistent with §§ [16.1-251](#), [16.1-252](#), [16.1-279.1](#), [63.2-1502](#), and [63.2-1503 J](#), of the Code of Virginia.

LDSS are authorized to provide prevention services to families and children in CPS investigations or family assessments when risk has been assessed as low and no safety threats are present; when no CPS referral has been made; or an invalid report (screened out) has been made. The LDSS may provide services to the family or child to prevent child abuse and neglect, if the parent voluntarily agrees to such services, and signs a service application. See the VDSS Child and Family Services manual, [Chapter B, Prevention](#) for further guidance.

6.17 Retention requirements for CPS on-going case records

Closed CPS on-going case records are to be destroyed in accordance with [laws governing public records](#) in the Commonwealth. These rules allow for CPS on-going case records to be destroyed or purged three (3) years from the date the case was closed if an audit has been performed. If no audit has been performed, the record may be destroyed five (5) years from the date the case was closed.

There are different purge requirements for screened out CPS reports, unfounded investigations, founded investigations and family assessments that are noted in [Section 4, Family Assessment and Investigation](#).

6.18 Appendix A: Trauma-Informed Care

The following was adapted from [The Institute on Trauma and Trauma Informed Care](#):

- When an event is traumatic to children and adults, they may be negatively impacted emotionally, physically or spiritually by these adverse life events.
- Trauma-Informed Care is about ensuring ALL individuals feel physically and emotionally safe, are noticed and listened to, and are given a voice.

6.18.1 The effects of trauma

- Trauma impairs: memory; concentration; new learning; and focus.
- Trauma has been correlated to: heart disease; obesity, addiction; pulmonary illness; diabetes; autoimmune disorders; and cancer.
- Trauma impacts an individual's ability to: trust; cope; and form healthy relationships.
- Trauma disrupts: emotion identification; ability to self-soothe or control expressions of emotions; and one's ability to distinguish between what is safe and unsafe.
- Trauma shapes: a person's belief about self and others; one's ability to hope; and one's outlook on life.

6.18.2 Re-traumatization

What Hurts?

System (Policies; Procedures; “The way things are done”)	Relationship (Power; Control; Subversive)
Having to continually retell their story	Not being seen/heard
Being treated as a number	Violating trust
Procedures that require disrobing	Failure to ensure emotional safety
Being seen as their label (ie.: addict, schizophrenic)	Non-collaborative
No choice in service or treatment	Does things for rather than with
No opportunity to provide feedback about their experience with service delivery	Use of punitive treatment, coercive practices and oppressive language

What Helps?

Safety	Creating areas that are calm and comfortable
Choice	Providing an individual options in their treatment
Empowerment	Noticing capabilities in an individual
Collaboration	Making decisions together
Trustworthiness	Providing clear and consistent information

6.18.3 Engaging and supporting families who have experienced trauma

Taken from: [Birth Parents with Trauma Histories and the Child Welfare Systems](#), National Child Traumatic Stress Network.

A history of traumatic experiences may:

- Compromise parents' ability to make appropriate judgments about their own and their child's safety and to appraise danger; in some cases, parents may be overprotective and, in others, they may not recognize situations that could be dangerous for the child.
- Make it challenging for parents to form and maintain secure and trusting relationships, leading to:
 - Disruptions in relationships with infants, children, and adolescents, and/or negative feelings about parenting; parents may personalize their children's negative behavior, resulting in ineffective or inappropriate discipline.
 - Challenges in relationships with child welfare workers, foster parents, and service providers and difficulties supporting their child's therapy.
 - Impairment of parents' capacity to regulate their emotions.
- Lead to poor self-esteem and the development of maladaptive coping strategies, such as substance abuse or abusive intimate relationships that parents maintain because of a real or perceived lack of alternatives.
- Result in trauma reminders, or "triggers", when parents have extreme reactions to situations that seem benign to others. These responses are especially common when parents feel they have no control over the situation, such as facing the demands of the child welfare system. Moreover, a child's behaviors or trauma reactions may remind parents of their own past trauma experiences or feelings of helplessness, sometimes triggering impulsive or aggressive behaviors toward the child. Parents also may seem disengaged or numb (in efforts to avoid trauma reminders), making engaging with parents and addressing the family's underlying issues difficult for caseworkers and other service providers.
- Impair a parent's decision-making ability, making future planning more challenging.
- Make the parent more vulnerable to other life stressors, including poverty, lack of education, and lack of social support that can worsen trauma reactions.

Although parents may experience the child welfare system as re-traumatizing because it removes their power and control over their children, there is potential for it to support their trauma recovery and strengthen their resilience. CPS on-going workers, as representatives of the child welfare system, can themselves serve as triggers to parents with trauma histories or can, through careful use of non-threatening voice and demeanor, be bridges to hope and healing. Viewing birth parents through a “trauma lens” helps child welfare staff, and parents themselves, see how their traumatic experiences have influenced their perceptions, feelings, and behaviors.

6.18.4 How CPS on-going workers can use a trauma-informed approach

CPS on-going workers cannot reverse the traumatic experiences of parents, but they can:

- Understand that parents’ anger, fear, or avoidance may be a reaction to their own past traumatic experiences, not to the CPS on-going worker.
- Assess a parent’s history to understand how past traumatic experiences may inform current functioning and parenting.
- Remember that traumatized parents are not “bad” and that approaching them in a punitive way, blaming them, or judging them likely will worsen the situation rather than motivate a parent.
- Build on parents’ desires to be effective in keeping their children safe and reducing their children’s challenging behaviors.
- Help parents understand the impact of past trauma on current functioning and parenting, while still holding them accountable for the abuse and/or neglect that led to involvement in the system. For many parents, understanding that there is a connection between their past experiences and their present reactions and behavior can empower and motivate them.
- Pay attention to ways trauma can play out during case conferences, home visits, visits to children in foster care, court hearings, and so forth. Help parents anticipate their possible reactions and develop different ways to respond to stressors and trauma triggers.
- Refer parents to trauma-informed services whenever possible. Parents will be more likely to attend services that address their needs. Generic interventions that do not take into account parents’ underlying trauma issues—such as parenting classes, anger management classes, counseling, or substance abuse groups—may not be effective.

- Become knowledgeable about evidence-supported trauma interventions to include in service planning. Linkages with programs that deliver trauma-informed services can support CPS on-going workers in developing a plan that meets their clients' needs.
- Advocate for the development and use of trauma-informed services in the community.

For more information about trauma-informed child welfare practice go to <http://www.nctsn.org/products/child-welfare-trauma-training-toolkit-2008>.

DRAFT

6.19 Appendix B: Stages of Change

The Stages of Change Model describes five (5) stages of readiness and provides a framework for understanding the change process. By identifying where a person is in the change cycle, interventions and services can be tailored to the individual's "readiness" to progress in the service delivery process. Interventions and services that do not match the person's readiness are less likely to succeed and more likely to damage rapport, create resistance, and impede change.

- Pre-contemplation: (not ready to change). They do not actively pursue help. Problems are identified by others. They are reluctant, resigned, rationalizing or rebelling when it comes to their situation or change.
- Contemplation: (thinking about change). They are ambivalent, considering change and rejecting at the same time. They consider change but no commitment to change.
- Preparation: (getting ready to make change). This is a period of time where there is a window of opportunity to move into change. They may be modifying their current behavior in preparation for further change.
- Action: (ready to make change). They engage in particular actions intended to bring about change. There is continued commitment and effort.
- Maintenance: (continuing to support the behavior change). They have successfully changed behavior for at least 6 months. They may still use active steps to sustain behavior change and may require different skills and strategies from those initially needed to change behavior. They begin to resolve associated problems on their own.

Additional information on the stages of change can be found on the [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#) website and in CWS5305: Advanced Interviewing: Motivation Families for Change.

6.20 Appendix C: Building Rapport Techniques

Developing a helping relationship with abused and neglected children and their families is critical to changing conditions or patterns of behavior that contributed to maltreatment or risk thereof. A family-centered approach to engaging the family may increase their readiness and ability to change. By involving families in the processes of assessment, case planning, and service delivery, families are more likely to be receptive to service provision. When families are able to identify strengths and problems in family functioning, they may contribute more to their own growth and can make more productive changes.

6.20.1 Techniques for building rapport

- Approach each individual involved with an open mind.
- Find out what is important to the child and the family.
- Use mirroring. Take note of words used by the child and family and try to incorporate them into conversations.
- Listen to the child or parents' explanation of the situation without correcting or arguing.
- Ask questions rather than issue threats or commands.
- Clarify expectations and purposes. Clearly explain the helping process and the worker's role in working together toward solutions.
- Help the child and family retain a sense of control.
- Clarify commitment and obligations to the working relationship.
- Acknowledge difficult feelings and encourage open and honest discussion of feelings.
- Be consistent, persistent and follow through.
- Promote participatory decision-making for meeting needs and solving problems.

6.20.2 Engaging the resistant client

Due to the involuntary nature of the majority of CPS cases, it is not unusual for families to resist offers of help. Resistance is a normal and predictable response when people feel forced to change. Workers should not take this personally. To deal with resistance effectively, workers should first change their perspective of resistance and try to see

the behavior as a potential strength. How the worker responds to resistance is crucial in avoiding continued abuse or escalation of inappropriate behavior.

In order to engage families and avoid resistance:

- Be clear, honest, and direct. Keep an open mind. Workers should maintain a non-defensive stance.
- Acknowledge the involuntary nature of the arrangement. Workers should explain the structure and content of the intervention to the child and caretakers.
- Be matter of fact and non-defensive in explaining the legal authority that permits intervention. Workers should not get into a debate about authority; instead workers should state what their legal authority is and what legal recourse the child and family may have to challenge it.
- Contact the child and family in a manner that is courteous and respectful, and assesses strengths as well as risks.
- Elicit the parents' concerns and wishes for assistance and convey understanding of the parents' point of view, including any reservations about CPS involvement.
- Reduce the child and family's opposition to interaction by clarifying available choices, even when choices are constrained, by emphasizing freedoms still available and by avoiding labeling.
- Earn the respect of the child and family (and gain psychological influence) by being a good listener who strives to understand their point of view.
- Respect the right of the child and the family to express values and preferences different from those of the worker.
- Acknowledge difficult feelings and encourage open and honest discussion of feelings.
- Reframe the family's situation. This is particularly useful when the child and family are making arguments that deny a safety threat, risk factor or other family problem or need; it acknowledges their statements, but offers a new meaning or interpretation for them. The child and family's information is recast into a new form and viewed in a new light that is more likely to be helpful and support change.

6.21 Appendix D: Reasonable Candidacy Manual

6.21.1 General

6.21.1.1 Statutory background

The Adoption Assistance and Child Welfare Act of 1980, P. L. 96-272, was enacted on June 17, 1980. Title IV of the Social Security Act (Act) was amended and a new Part E, federal payments for Foster Care and Adoption Assistance, was created.

Title IV-E provided for a phased repeal of Section 408 of the Act, which provided authority for federal matching in state foster care (FC) payments under the Title IV-A, Aid to Families with Dependent Children Foster Care program (AFDC-FC). States could continue to receive federal matching for AFDC-FC payments under Title IV-A of the Act until September 30, 1982, or the quarter in which the state implemented an approved State Plan under Title IV-E. The earliest implementation date for Title IV-E was October 1, 1980. In order to carry out the provisions of Title IV-E, appropriations made available for that program are to be used for making payments to those states which have approved state plans under Title IV-E (see Section 471; 42 U.S.C. 671; 45 CFR 1356.20).

45 CFR 1356.60 (c) allows federal financial participation (FFP) for administrative costs to be claimed for reasonable candidates for foster care regardless of whether the child is actually placed in foster care and receives Title IV-E foster care maintenance payments.

6.21.1.2 Purpose

As the designated Title IV-E agency, VDSS is responsible for supervising the Title IV-E Plan in Virginia and ensuring that costs claimed under Title IV-E are reasonable, necessary, and consistent with applicable Federal guidelines. Title IV-E reimbursement is allowed for administrative activities performed on behalf of children deemed to be a reasonable candidate for foster care regardless of whether these children are actually placed into foster care and become recipients of Title IV-E foster care maintenance payments. This manual outlines both federal and state regulations and policies which allow VDSS to claim Title IV-E administrative cost reimbursement on behalf of LDSS for reasonable candidates for foster care. For children who have been determined a reasonable candidate for foster care, VDSS, after applying the Title IV-E penetration rate, can claim 50 percent FFP for allowable administrative costs on behalf of the LDSS.

6.21.2 Reasonable Candidacy Program

6.21.2.1 Authority to make reasonable candidacy determinations

Only LDSS employees are authorized to make the determination of reasonable candidacy for foster care.

Contracted persons are not considered employees of the LDSS and may not make determinations with respect to reasonable candidacy. All other activities performed by contracted personnel associated with a documented reasonable candidate are permissible and should be captured during the Random Moment Sample (RMS) process.

6.21.2.2 Reasonable candidacy requirements

No exception or deviance to any applicable services' guidance (Foster Care Prevention/Stabilization, CPS, and/or Children's Service Act) should occur in the effort to determine a child as a reasonable candidate.

A child is a reasonable candidate when it is documented that he or she is at serious risk of removal from the home as evidenced by the CPS on-going worker either pursuing his or her removal from the home, or making reasonable efforts to prevent such removal.

There is not a specified time limit for how long a child may be considered a reasonable candidate for foster care. The CPS on-going worker shall document its justification for maintaining a child as a reasonable candidate for foster care at least once every six (6) months.

6.21.2.3 Types of reasonable candidates

- **Pre-Placement.** The LDSS is seeking to remove the child from the home and place the child in foster care; or the LDSS is making reasonable efforts to prevent the removal from the home and placement of the child in foster care.
- **Post-Placement.** The LDSS is making reasonable efforts towards preventing the child's re-entry into foster care by providing aftercare services to the reunited family.

If the LDSS determines that the finalized adoptive placement is in jeopardy and demonstrates that the adopted child is a candidate for foster care, the LDSS may claim allowable Title IV-E administrative costs under the foster care program for activities performed on behalf of the child as a reasonable candidate.

6.21.2.4 Exclusionary conditions of reasonable candidacy

Federal law and guidance clearly outline the following exclusionary conditions for reasonable candidacy:

- Children over the age of 18.
- Children who are no longer at risk of removal from home.
- Children who are currently placed in a foster care setting or a facility outside the scope of foster care such as detention, forestry camps, and psychiatric hospitals.
- An unborn, prenatal case.
- Children with which the LDSS does not have a case plan, or the case plan does not meet the requirements indicated in [Section 6.6](#).
- The CPS on-going worker did not re-determine, at least every six (6) months, that the child remains at serious risk of removal from the home.
- Children who are on a trial home visit (THV).

A child may not be considered a candidate for foster care solely because the LDSS is involved with the child and his or her family. The LDSS involvement with the child and family shall be for the specific purpose of either removing the child from the home or making reasonable efforts to prevent the child's removal from the home.

The child cannot simultaneously be considered in foster care and a reasonable candidate for foster care.

6.21.3 Establishing and maintaining reasonable candidacy

6.21.3.1 Establishing reasonable candidacy

The CPS on-going worker shall evaluate reasonable candidacy on a case-by-case basis. In situations which include several children within a sibling group, evaluation and documentation in the CPS on-going case record shall support a determination of reasonable candidacy for each child individually.

All necessary and appropriate documentation used in conjunction with the Documentation Form to establish reasonable candidacy should be maintained in the services case record.

Initial reasonable candidacy determination may not be made retroactively (see [Section 6.6](#)).

6.21.3.2 Maintaining reasonable candidacy

The CPS on-going worker shall clearly document continued reasonable candidacy no later than six (6) months from the initial determination and continue to make redeterminations no less frequently than once every six (6) months thereafter. This is done by updating the case plan or through updated court proceedings to show that the child remains a reasonable candidate for foster care and updating the reasonable candidacy documentation screen in the child welfare information system.

Once the child is no longer at risk of foster care placement, the CPS on-going worker shall cease classifying the child as a reasonable candidate for foster care (see [Section 6.6](#)). Case plans should be updated to reflect that the child is no longer a reasonable candidate and the reasonable candidacy documentation screen in the child welfare information system must be updated.

All necessary and appropriate documentation used to maintain reasonable candidacy status should be maintained in the services case record.

6.21.3.3 Reasonable candidacy documentation methods

Although the case plan developed by the CPS on-going worker with the family can be used as acceptable documentation to support reasonable candidacy, if a court order, petition, or transcript regarding removal/preventing removal of the child is available, the judicial documentation shall be maintained in the services case record.

The acceptable methods of documentation indicating that a child is a reasonable candidate for foster care are:

- **Defined Case Plan.** A defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child.

The decision to remove a child from his or her home is significant and should not be entered into lightly. Therefore, a case plan that indicates that foster care is the planned placement for the child absent effective preventive services is an indication that the child is at serious risk of removal from his or her home because the LDSS believes that a plan of action is needed to prevent that removal.

Case plans shall be individualized for a specific child, developed jointly with the child (when appropriate), the parents or guardians, and include a description of the services to be offered and provided to prevent removal of the child from the home. The case plan and documentation should

clearly show that the case is actively being managed to maintain the child at home and to prevent placement of the child in foster care.

Acceptable types of case plans include, but are not limited to:

- Prevention – Services Plan.
- Child Protective Services – On-going Services Plan.
- Individual Family Services Plan (IFSP).

When the child exits foster care and is receiving aftercare services and meets the reasonable candidacy requirements, a case plan shall be developed that would indicate that foster care is the planned placement for the child absent effective aftercare services. For example, the service worker may develop a case plan that demonstrates its intent to remove the child from the home and return him or her to foster care if the aftercare services prove unsuccessful.

- **Court Proceedings.** Evidence of court proceedings in relation to the removal of child from the home.

If the LDSS has initiated court proceedings to remove the child from his or her home, copies of the petition, court order, or transcript of court proceedings are sufficient to deem this child to be at serious risk of removal.

6.21.3.4 Reasonable Candidacy Documentation

6.21.3.4.1 Purpose and use

The Reasonable Candidacy Documentation Form in the child welfare information system shall be used to document the initial reasonable candidacy determination and every redetermination thereafter.

6.21.3.4.2 Effective date

The child is considered to be a documented reasonable candidate when all requirements are met and the documentation form is completed in the child welfare information system. The initial reasonable candidacy begin date is the day the CPS on-going worker completes the form. Supervisory approval is recommended but not required in the child welfare information system.

6.21.3.4.3 Initial and redetermination dates

The initial reasonable candidacy determination date begins the six (6) month “clock” for when the first redetermination is due. Every redetermination

thereafter is due within six (6) months of the CPS on-going worker's signature date. The redetermination must be completed in the child welfare information system.

6.21.3.5 Records retention and destruction

Reasonable candidacy documentation is to be retained in accordance with The Library of Virginia's Records Retention and Disposition Schedule – General Schedule No. 15 for service case records.

- “Retain 3 years after last action.”

Destruction of reasonable candidacy documentation should be conducted in accordance with The Library of Virginia's Records Retention and Disposition Schedule – General Schedule No. 15

- “Custodian of records shall ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping.”

6.21.4 Claiming administrative costs for reasonable candidates

6.21.4.1 Random Moment Sampling

The administrative costs for children determined to be reasonable candidates are claimed through the Random Moment Sampling (RMS) observation process. RMS observations are used to document the specific program activity the worker is engaged in at a randomly selected moment in time.

Administrative costs for activities performed by a worker in association with reasonable candidates may be indicated during the RMS observation only when the LDSS has documented that the child is a reasonable candidate for foster care.

Examples of such activities are:

- Case management and supervision.
- Referral to services.
- Preparation for and participation in judicial determinations.
- Placement of the child.
- Development of the case plan.

- Case reviews.

Any LDSS worker performing activities in association with a documented reasonable candidate may indicate such during the RMS observation.

6.21.4.2 Completing the RMS Observation

6.21.4.2.1 RMS Observation Form and Certification Page

When the worker is performing reasonable candidacy related activities and is selected to complete the RMS Observation Form and Certification Page; the worker will indicate the corresponding program and activity codes on the Certification Page. Only one (1) program code can be selected and subsequently only one (1) accompanying activity code can be selected from the activities listed for the selected program code.

6.21.4.2.2 Program code

Other Child Welfare Services (Child Still in the Home) program code (360) is indicated on the RMS Observation Form by circling the program name and code on the selection list and recording the program code in Step 3 on the Certification Page.

6.21.4.2.3 Activity code

The Pre-placement Prevention activity code (420) is indicated on the on the RMS Observation Form by circling the activity name and code on the selection list and recording the activity code in Step 3 on the Certification Page.

The activity code 420 – Reasonable Candidacy can only be used in conjunction with program code 360 – Other Child Welfare Services (Child Still in the Home).

6.22 Appendix E: Developmental Milestones

Physical and Cognitive Developmental Milestones ¹		
Age Level	Physical Skills	Cognitive Skills
0-4 Weeks	Lifts head when on abdomen. Head momentarily to midline when on back. Equal extremity movements. Sucking reflex. Grasp reflex (no reaching and hand usually closed). Increasing body tone and stabilization of basic body functions, growing capacity to stay awake.	Looks at face transiently. By three to four weeks, smiles selectively to mother's voice and human voice lead to quieting of cries. Cries if uncomfortable or in a state of tension; undifferentiated initially, but gradually varies with cause (i.e. hungry, tired, pain).
1-3 Months	Head to 45 degrees when on abdomen, erect when sitting. Bears fraction of weight when held in standing position. Uses vocalizations. By two to three months, grasps rattle briefly. Puts hands together. By three to four months, may reach for objects, suck hand or fingers. Head is more frequently to midline and comes to 90 degrees when on abdomen. Rolls side to back.	Increased babbles and coos. Most laugh out loud, squeal and giggle. Smiles responsively to human face. Increased attention span.
3-6 Months	Rolls from abdomen to back then from back to abdomen. Bears increasing weight when held upright. No head lag when pulled to sitting. Head, eyes and hands work well together to reach for toys or human face. Inspects objects with hands, eyes and mouth. Takes solid food well.	Spontaneously vocalizes vowels, consonants and a few syllables. Responds to tone and inflection of voice. Smiles at images in mirror.

¹ Adapted from "Developmental Milestones Summary," Institute for Human Services, (1990); "Developmental Charts" provided by Jeffery Lusko, Orchards Children's Service, Southfield, MI; "Early Childhood Development from two to six years of age," Cassie Landers, UNICEF HOUSE, New York.

Age Level	Physical Skills	Cognitive Skills
6-9 Months	Sits without support. Increasingly mobile. Stands while holding on. Pushes self to sitting. Grasps objects, transfers objects. Feeds own self finger foods, puts feet to mouth and may hold own bottle. Approaching nine months, pulls self to standing position.	Says mam/dada randomly. Begins to imitate speech sounds. Many syllable sounds (ma, ba, da). Responds to own name, beginning responsiveness to “no, no”.
9-12 Months	Crawls with left-right alternation. Walks with support, stands momentarily and takes a few uneasy steps. Most have neat pincer grasp. Bangs together objects held in each hand. Plays pat-a-cake. Fifty percent drink from cup by themselves.	Imitates speech sounds. Correctly uses mam/dada. Understands simple command (“give it to me”). Beginning sense of humor.
12-15 Months	Stands well alone, walks well, stoops and recovers. Neat pincer grasp. Can put a ball in a box, and a raisin in a bottle. Can build a tower of two cubes. Spontaneous scribbling with palmer grasp of crayon. Fifty percent use spoon with minimal spilling. Most drink from cup unassisted.	Three to five word vocabulary. Uses gestures to communicate. Vocalizing replaces crying for attention. Understands “no.” Shakes head for no. Sense of me and mine. Fifty percent imitate household tasks.
15-18 Months	Runs stiffly. Walks backwards. Attempts to kick. Climbs on furniture. Crude page turning. Most use spoon well. Fifty percent can help in little household tasks. Most can take off pieces of clothing.	Vocabulary of about ten words. Uses words with gestures. Fifty percent begin to point to body parts. Vocalizes “no.” Points to pictures of common objects (i.e., dog). Knows when something is complete such as waving bye-bye. Knows where things are or belong. More claiming of mine. Beginning distinction of you and me, but does not perceive others as individuals like self. Resistant to change in routine. Autonomy expressed as defiance. Words are not important discipline techniques.

Age Level	Physical Skills	Cognitive Skills
18-24 Months	While holding on, walks up stairs, then walks down stairs. Turns single pages. Builds tower of four-six cubes. Most copy vertical line. Strings beads or places rings on spindles. Helps dress and undress self. Can wash and dry hands. Most can do simple household tasks.	Markedly increased vocabulary (mostly nouns). Consistently points to body parts. Combines two to three words. Names pictures of common objects. Follows simple directions. Matches colors frequently, but uses color names randomly. Uses number words randomly. May indicate wet or soiled diapers. Asks for food or drink. Understands and asks for "another." Mimics real life situations during play. Self-centered, but distinguishes between self and others. Conscious of family group.
2 Years	Jumps in place with both feet. Most throw ball overhead. Can put on clothing, most can dress self with supervision. Can use zippers, buckles, and buttons. Most are toilet trained. Good steering on push toys. Can carry a breakable object. Can pour from one container to another. By 30 months, alternates feet on stair climbing, pedals tricycle, briefly stands on one foot; builds eight-cube tower, proper pencil grasp, imitates horizontal line.	Learns to avoid simple hazards (stairs, stoves, etc.). By 30 months, vocabulary reaches 300 words. Identity in terms of names, gender, and place in family are well established. Uses "I," but often refers to self by first name. Phrases and three-four word sentences. By 36 months, vocabulary reaches 1,000 words, including more verbs and some adjectives. Understands big versus little. Interest in learning, often asking "What's that?"
3 Years	Most stand on one foot for five seconds. Most hop on one foot. Most broad-jump. Toilets self during daytime. By 38 months, draws picture and names it. Draws two-part person.	Counts to three. Tells age by holding up fingers. Tells first and last name (foster children may not know last name). Most answer simple questions. Repeats three or four digits or nonsense syllables. Readiness to conform to spoken word. Understands turn-taking. Uses language to resist. Can bargain with peers. Understands long versus short. By end of third year, vocabulary is 1,500 words.

Age Level	Physical Skills	Cognitive Skills
4-5 Years	Most hop on one foot, skip alternating feet, balance on one foot for ten seconds, catch bounced ball, do forward heel-toe walk. Draws three-part person. Copies triangles, linear figures (may have continued difficulty with diagonals, and may have rare reversals). Most dress independently other than back buttons and shoe tying. Washes face and brushes teeth. Laces shoes.	By end of fifth year, vocabulary is over 2,000 words including adverbs and prepositions. Understands opposites (day/night). Understands consecutive concepts (big, bigger, and biggest). Lots of why and how questions. Correctly counts five to ten objects. Correctly identifies colors. Dogmatic and dramatic. May argue about parental requests. Good imagination. Likes silly rhymes, sounds, names, etc. Beginning sense of time in terms of yesterday, tomorrow, sense of how long an hour is, etc. Increasingly elaborate answers to questions.
6-11 Years	Practices, refines, and masters complex gross and fine motor and perceptual skills.	Concrete operational thinking replaces egocentric cognition. Thinking becomes more logical and rational. Develops ability to understand others' perspectives.
12-17 Years	Physiological changes at puberty promote rapid growth, maturity of sexual organs, and development of secondary sex characteristics.	In early adolescence, precursors to formal operational thinking appear, including limited ability to think hypothetically and to take multiple perspectives. During middle and late adolescence, formal operational thinking becomes well developed and integrated in a significant percentage of adolescents.

6.23 Appendix F: Comparing FPM and Child and Family Team Meetings

Comparison of FPM and CFTM	
Family Partnership Meetings (FPM)	Child and Family Team Meetings (CFTM)
<p>Purpose: To involve birth families (parents and extended family members) in all critical case decisions and to insure a network of support for the child and the adults who cares for him/her.</p>	<p>Purpose: To involve birth families (parents and extended family members) in on-going case planning, monitoring and adjusting; to insure that all team members have access to all information about the case; to insure that all team members understand the goal(s) of service provision and the current plan to protect the child and to achieve permanency; and to insure a network of support for the child and the adults who cares for him/her.</p>
<p>When: At the point that a critical case decision must be made: potential child removal; potential child placement change (placement disruption or change in FC goal); or reunification.</p>	<p>When: Regularly or as often as needed, whichever is soonest. Ideally, meetings will be held at least quarterly and the next one will be scheduled at the end of the current one.</p>
<p>Who: family and extended family; youth; family services specialist; supervisor; family supports as identified by the family; providers (maybe); attorneys (maybe); CASA (maybe); community representative; FPM facilitator.</p>	<p>Who: family and extended family; youth; family services specialist; supervisor (maybe); family supports as identified by the family; resource family or placement representative; school representative; all treatment providers ; attorneys; CASA; Probation officer (if applicable), etc.</p>
<p>Logistics: scheduling to maximize parent and family participation; ideally held in neutral location; consider use of conference calling; and transportation and child care should be provided by LDSS.</p>	<p>Logistics: scheduling to maximize full team participation, including parents, resources parents and critical extended family members; usually held at LDSS or service provider office; consider use of alternative meeting space and/or conference calling; and transportation and child care should be addressed (meetings are scheduled in advance, so community based or natural resources can be engaged.)</p>
<p>Values based upon:</p> <ul style="list-style-type: none"> • All families have strengths • Families are the experts on themselves • Families can make well-informed decisions about keeping their children safe when supported • Outcomes improve when families are involved in decision-making • A team is more capable of creative and high quality decision-making than an individual 	<p>Values based upon:</p> <ul style="list-style-type: none"> • All families have strengths • Families are the experts on themselves • Families can make well-informed decisions about keeping their children safe when supported • Outcomes improve when families are involved in decision-making • A team is more capable of creative and high quality decision-making than an individual

Comparison of FPM and CFTM	
Family Partnership Meetings (FPM)	Child and Family Team Meetings (CFTM)
<p>Stages of the Meeting/ Agenda:</p> <ul style="list-style-type: none"> • Introduction: purpose and goal; introduction of participants; and meeting guidelines. • Identify the situation: Define the concern/ decision to be made. • Assess the situation: safety needs; risk concerns; strengths and supports; hx of services; participants' perception of the situation; and worker recommendation(s). • Develop ideas: brainstorm in three categories, placement/custody, actions to provide safety, and services to reduce risk. • Reach a decision: consensus based decision (if possible) and addressing agency safety concerns, action plan, and linkage to services. • Recap/closing: review of decision and who will do what; any questions. 	<p>Stages of the Meeting/ Agenda:</p> <ul style="list-style-type: none"> • Introductions: names and roles • Review of progress: each team member (starting with parents) provides an update of progress made in the last month and which services have been completed and/or treatment goals have been met • Identification of concerns/ services needing adjustment: each member (starting with parents) addresses areas of concern and/or what is not working well or may need to be adjusted • Review of goal(s): team explores fit between progress, services and goals; team members (including family) make recommendations as to improving fit or clarifying goal(s); next steps identified • Action plan is developed • Next meeting is scheduled
<p>Summary of Differences:</p> <ul style="list-style-type: none"> • Led by a facilitator • Supervisor as well as worker attend • Family participation is the most critical aspect • Extensive pre-work ensures family is engaged in the meeting process • Formal and informal supports are invited and are part of the team • Agenda and meeting process are standardized and more formal (reflect importance of decision being made) • Outcome is a particular case decision required at that point in the "life of the case" 	<p>Summary of Differences:</p> <ul style="list-style-type: none"> • Led by family services specialist • Supervisor does not always attend • Parent participation is critical • Agenda is informal • Outcome is action plan for the next several months leading to permanency

6.24 Appendix G: Services for Sex Trafficking Victims

The following is taken from Child Welfare and Human Trafficking, Child Welfare Information Gateway and available [here](#).

Children and youth who have been victims of trafficking have many needs similar to those of children who enter the child welfare system because of substantiated abuse or neglect by their parents.

Consider the following service needs when dealing with children and youth who have been victims of trafficking, including sex trafficking:

- **Physical health:** Victims often have experienced physical abuse or neglect, mental abuse and/or sexual abuse. Associated with this maltreatment may be physical injuries including untreated internal or external injuries; sexually transmitted diseases, including HIV; and malnutrition. They may be addicted to drugs and/or alcohol either as a result of being forced to use substances by their trafficker or as a coping mechanism. Their overall health may show the consequences of long periods of poor or no medical or dental care. Child welfare workers can help by ensuring that victims have access to medical screenings and treatment to address both immediate and long-term concerns.
- **Mental health and trauma:** It is hard to overstate the complex mental health needs of trafficking victims. The traumatic experiences of being trafficked have often come at the expense of the youth's childhood. Severe abuse experiences may cause alterations in brain development, as the child or youth learns to operate from a "survival" mode. In addition, victims may not have experienced a secure and trusting relationship with a parent or other caretaker, which makes it difficult to build other relationships. In extreme maltreatment cases, such as being trafficked, a victim may experience posttraumatic stress syndrome.

Most children who have been trafficked have a need for long-term, intensive mental/behavioral health services that can help them move forward into a new, healthier life. Research has suggested the benefits of cognitive-behavioral therapy for children who have been trafficked.

- **Education:** Trafficked youth will likely require educational screening and may require remedial services. Child welfare workers can help by collecting records, exploring education options and facilitating enrollment.
- **Legal services:** There are a number of circumstances that might require a trafficked youth to hire/need legal help. Victims may need legal help if they have been charged with prostitution or other crimes. They may need legal help to get protection for themselves from the trafficker(s).

- **Other needs:** Trafficked victims will often need help with basic life skills (e.g. opening a bank account, keeping medical records) as well as training for a job and basic job skills. For many youth, having a mentor or someone who is willing and available to provide guidance over the long-term is essential to ensure that the youth is able to pursue a life away from trafficking.

6.24.1 Additional resources

- [Services Available to Victims of Human Trafficking- A Resource Guide for Social Service Providers](#) published by the Department of Health and Human Services.
- Volume 102 of the Virginia Child Protection Newsletter Spring 2015 Edition: [Sex Trafficking of Children](#).
- The Department of Criminal Justice Services website: [Human Trafficking Resources for Victim Services](#).

7

APPEALS

TABLE OF CONTENTS

7.1	Introduction	4
7.2	Definitions.....	4
7.3	CPS appeal automatically stayed during criminal proceedings against abuser...5	5
7.3.1	Criminal proceedings in juvenile or circuit court.....	5
7.3.2	Criminal proceedings in military court.....	6
7.3.3	Criminal investigations	6
7.4	Local conference	6
7.4.1	Appellant must request local conference	6
7.4.2	Document pending local appeal	7
7.4.3	Time frame to conduct local conference	7
7.4.4	Appellant may request extension.....	7
7.4.5	LDSS must provide information to appellant.....	7
7.4.5.1	Electronic recording of alleged victim interview	8
7.4.6	Conduct the local conference	8
7.4.6.1	Who may preside over the local conference.....	9
7.4.6.2	Appellant may seek assistance of counsel	9
7.4.6.3	Local conference participants	9
7.4.6.4	Appellant may present testimony at local conference	9
7.4.6.5	Time frame to notify appellant of results of local conference	9
7.4.6.6	Local director's authority to sustain, amend, or reverse findings.....	9
7.4.6.7	Notify appellant	10
7.4.6.8	Document results of local conference.....	10
7.4.6.9	Notify all original recipients of initial disposition, if amended.....	10
7.4.7	Local conference training	10

7.5	State administrative appeal	10
7.5.1	Appellant must request state administrative hearing.....	11
7.5.2	Exception to time frames	11
7.5.3	Document pending state appeal	11
7.5.4	Who may conduct state administrative appeals.....	11
7.5.5	Time frame to schedule state administrative hearing.....	11
7.5.6	State administrative appeal officers authorities.....	12
7.5.6.1	Subpoenas and depositions.....	12
7.5.6.2	Review of subpoena or deposition decision by J&DR court or family court	12
7.5.6.3	Depositions	12
7.5.7	Information to be provided to appellant and state hearing officer.....	12
7.5.8	Conduct state appeal hearing.....	13
7.5.8.1	Appellant may seek assistance of counsel	13
7.5.8.2	Oath and affirmation	13
7.5.8.3	Burden on LDSS to prove disposition	13
7.5.8.4	Submission of proof	13
7.5.8.5	Submission of new evidence	13
7.5.8.6	Hearing officer not bound by strict rules of evidence.....	13
7.5.8.7	Allow record to remain open for additional evidence	13
7.5.9	State administrative appeal hearing decision.....	14
7.5.9.1	Notify appellant and LDSS of results of state administrative appeal hearing	14
7.5.9.2	State appeal officer may remand case to LDSS.....	14
7.5.9.3	Appellant has further right of review by circuit court.....	14
7.5.9.4	Document results of state administrative appeal	14
7.5.9.5	Notify all original recipients if disposition is amended or reversed by state appeal hearing officer	15
7.6	Appendix A: Local Conference Procedures	16
7.6.1	Acronyms	16
7.6.2	Introduction	16
7.6.3	Levels of appeal	16
7.6.4	Purpose of local conference	17
7.6.5	Local conference time frames	17
7.6.6	Pre-conference preparation.....	18

7.6.7	CPS case record	18
7.6.8	Conducting the informal local conference	19
7.6.8.1	Introduction and summary of the conference process	19
7.6.8.2	Presentation of the LDSS case and questions by Appellant or LDSS Director or designee	20
7.6.8.3	Presentation of the Appellant's case and questions by the CPS worker or LDSS Director or designee	20
7.6.9	Other local conference issues	22
7.6.9.1	Witnesses and other participants	22
7.6.9.2	Non-offending parent and non-custodial parent of the victim child	22
7.6.9.3	Burden of proof	23
7.6.9.4	Hold the case open for Appellant to provide additional information	23
7.6.9.5	Can CPS worker investigate additional information provided at a local conference?	23
7.6.9.6	What if the Appellant does not appear for the conference or refuses to agree to a date for the conference	23
7.6.10	After the conference	23
7.6.11	Sample letters	24

7

APPEALS

7.1 Introduction

Any person who is the subject of a founded investigation of abuse or neglect may appeal that finding and any inaccurate information about the abuser that is contained in the Child Protective Services (CPS) record. There is no difference in the appeal process of founded dispositions for “in family investigations” and “out of family investigations”. There are three (3) levels of administrative appeals:

- Conference with the local department of social services (LDSS).
- Administrative hearing conducted by a state hearing officer.
- Judicial review by the circuit court.

This section explains the statutory and regulatory requirements for CPS appeals and provides guidance where needed to further explain these requirements.

The statutory authority for a person seeking review of a local department of social services (LDSS) finding of abuse or neglect can be found in [§ 63.2-1526](#) of the Code of Virginia. The regulatory authority for appeals of findings of abuse and neglect can be found in [22 VAC 40-705-190](#).

7.2 Definitions

The following definitions regarding CPS appeals are applicable to this chapter.

[\(22 VAC 40-705-190 A\)](#). Appeal is the process by which the abuser or neglector may request amendment of the record when the investigation into the complaint has resulted in a founded disposition of child abuse or neglect.

[\(22 VAC 40-705-10\)](#). "Administrative appeal rights" means the child protective services appeals procedures for a local level informal conference and a state level hearing pursuant to [§ 63.2-1526](#) of the Code of Virginia, under which an individual who is found to have committed abuse or neglect may request that the local department's records be amended.

“Appellant” means anyone who has been found to be an abuser or neglector and appeals the founded disposition to the director of the local department of social services, an administrative hearing officer, or to circuit court.

When a person who is the subject of a founded investigation requests a local conference or a state administrative hearing that person is referred to as the appellant.

7.3 CPS appeal automatically stayed during criminal proceedings against abuser

(§ 63.2-1526 C of the Code of Virginia). Whenever an appeal of the local department's finding is made and a criminal charge or investigation is also filed or commenced against the appellant for the same conduct involving the same victim as investigated by the local department, the appeal process shall automatically be stayed until the criminal prosecution in the trial court is completed, until the criminal investigation is closed, or, in the case of a criminal investigation that is not completed within 180 days of the appellant's request for an appeal of the local department's finding, for 180 days after the appellant's request for appeal. During such stay, the appellant's right of access to the records of the local department regarding the matter being appealed shall also be stayed. Once the criminal prosecution in the trial court has been completed, the criminal investigation is closed, or, in the case of a criminal investigation that is not completed within 180 days of the appellant's request for an appeal of the local department's finding, 180 days have passed, the local department shall advise the appellant in writing of his right to resume his appeal within the time frames provided by law and regulation.

7.3.1 Criminal proceedings in juvenile or circuit court

When the LDSS learns that a criminal process has been initiated in either juvenile or circuit court, the LDSS must notify the appellant in writing that the CPS administrative appeal process is stayed and that his right to access his CPS record is suspended until the criminal process is completed in the trial court and the judge enters a final appealable order. Cases that are continued for a period of time or taken under advisement do not constitute a final appealable order.

CPS appeals should be stayed if a criminal charge originates in the juvenile and domestic relations court, because the appellant may appeal a conviction to the Circuit Court.

The LDSS shall notify the appellant in writing that the CPS administrative appeal may resume at the conclusion of the criminal proceeding. LDSS are encouraged to establish procedures with the court to advise the LDSS when the criminal process has been completed in order to initiate the CPS administrative appeal process on a timely basis. The LDSS may also consider an agreement with the local Commonwealth Attorney or local law enforcement to notify the LDSS when the criminal proceedings have been completed.

The LDSS should seek guidance from its legal representative to determine if a final appealable order in the criminal proceeding has been entered and to clarify whether the criteria for a stay of appeal has been met before notifying the appellant.

7.3.2 Criminal proceedings in military court

The Code of Virginia stays CPS administrative appeal proceedings until “the criminal prosecution in trial court is completed.” The stay provisions apply when there are criminal charges “against the appellant for the same conduct involving the same victim as investigated by the local department.” (Code of Virginia [§ 63.2-1526 C](#)). The intent of the stay provisions is to protect the appellant from having to testify in the CPS case while the criminal matter is pending. It also is designed to protect the agency case record from inappropriate use by the appellant in the criminal proceeding. Given the intent of the statute, the stay provisions noted in [Section 7.3.1](#) apply to the prosecution of a criminal charge in military courts.

7.3.3 Criminal investigations

The Code of Virginia stays CPS administrative appeal proceedings when a criminal investigation is filed or commenced against the appellant for the same conduct involving the same victim as investigated by the local department until the criminal investigation is closed or 180 days have passed since the appellant’s request for an appeal.

7.4 Local conference

7.4.1 Appellant must request local conference

([22 VAC 40-705-190 B](#)). If the alleged abuser or neglector is found to have committed abuse or neglect, that alleged abuser or neglector may, within 30 days of being notified of that determination, submit a written request for an amendment of the determination and the local department's related records, pursuant to [§ 63.2-1526 A](#) of the Code of Virginia. The local department shall conduct an informal conference in an effort to examine the local department's disposition and reasons for it and consider additional information about the investigation and disposition presented by the alleged abuser or neglector. The local department shall notify the child abuse and neglect information system that an appeal is pending.

When the LDSS receives a written request for a local conference, the LDSS must stamp the date of receipt on the appeal request.

If the alleged abuser or neglector fails to make a timely request for a local conference, then the alleged abuser or neglector forfeits his right to a local conference.

When the alleged abuser or neglector is under 18 years of age, the parent or legal guardian of the alleged abuser or neglector may submit a written request for a local conference on behalf of the juvenile.

7.4.2 Document pending local appeal

([22 VAC 40-705-190 B](#)). The local department shall notify the child abuse and neglect information system that an appeal is pending.

7.4.3 Time frame to conduct local conference

([22 VAC 40-705-190 D](#)). The local department shall conduct an informal, local conference and render a decision on the appellant's request to amend the record within 45 days of receiving the request. If the local department either refuses the appellant's request for amendment of the record as a result of the local conference, or if the local department fails to act within 45 days of receiving such request, the appellant may, within 30 days thereafter and in writing, request the commissioner for an administrative hearing, pursuant to [§ 63.2-1526 A](#) of the Code of Virginia.

The LDSS must make a good faith effort to schedule and conduct a local conference. If the LDSS fails to conduct a local conference, the LDSS must document in the child welfare information system the reasons why the local conference was not conducted.

7.4.4 Appellant may request extension

([22 VAC 40-705-190 E](#)). The appellant may request, in writing, an extension of the 45-day requirement for a specified period of time, not to exceed an additional 60 days. When there is an extension period, the 30-day time frame to request an administrative hearing from the Commissioner of the Department of Social Services shall begin on the termination of the extension period pursuant to [§ 63.2-1526 A](#) of the Code of Virginia.

The extension period begins at the end of the original 45 days.

7.4.5 LDSS must provide information to appellant

([22 VAC 40-705-190 F](#)). Upon written request, the local department shall provide the appellant all information used in making its determination. Disclosure of the reporter's name or information which may endanger the well-being of a child shall not be released. The identity of collateral witnesses or any other person shall not be released if disclosure may endanger their life or safety. Information prohibited from being disclosed by state or federal law or regulation shall not be released. In case of any information withheld, the appellant shall be advised of the general nature of the information and the reasons, of privacy or otherwise, that it is being withheld, pursuant to [§ 63.2-1526 A](#) of the Code of Virginia.

Upon written request from the appellant, the LDSS shall provide the appellant all information used in making its determination with the following exceptions:

- The complainant's name shall not be released.
- The identity of collateral witnesses or any other person shall not be released if disclosure may endanger their life or safety.
- Information prohibited from being disclosed by state or federal law or regulation shall not be released.

If information is withheld, the appellant shall be advised of the general nature of such information, the reason the information is being withheld, and the appellant's right to petition the juvenile and domestic relations court, or family court, to enforce any request for information which has been denied.

LDSS are advised to consult with local county or city attorneys for advice and guidance on the release of information to appellants.

7.4.5.1 Electronic recording of alleged victim interview

The appellant is entitled to a copy of the electronic recording of the alleged victim interview unless disclosure of the contents of the recording would endanger the health or safety of the child or any other person pursuant to [§ 63.2-1526 A](#) of the Code of Virginia, or the information is protected by federal statute, the Code of Virginia or the Virginia Administrative Code (VAC).

The LDSS is not required to release confidential information contained on the recording if it is protected by law or regulation. However, the LDSS must abstract or summarize information from the recording or convert the audio or video tape recording into one form, such as a typed transcript, so that information needing to remain confidential may be redacted or edited out. The LDSS should make reasonable efforts to reach an agreement with the alleged abuser or neglecter concerning the production of the electronic recording.

LDSS are encouraged to seek consultation from their legal representatives in this matter.

7.4.6 Conduct the local conference

VDSS developed a [CPS State Appeals Handbook](#) for agency directors to provide additional guidance and best practice to conduct local conferences. Please note this handbook was revised August 2017.

7.4.6.1 Who may preside over the local conference

([22 VAC 40-705-190 G](#)). The director of the local department, or a designee of the director, shall preside over the local conference. With the exception of the director of the local department, no person whose regular duties include substantial involvement with child abuse and neglect cases shall preside over the local conference, pursuant to [§ 63.2-1526 A](#) of the Code of Virginia.

7.4.6.2 Appellant may seek assistance of counsel

([22 VAC 40-705-190 G1](#)). The appellant may be represented by counsel, pursuant to [§ 63.2-1526 A](#) of the Code of Virginia.

7.4.6.3 Local conference participants

Participants in the local conference will include the Appellant and, if the Appellant chooses, a representative, and the worker and supervisor who made the founded disposition. The representative may be an attorney who may appear in lieu of the Appellant.

Neither the alleged victim nor victim's parents if they are not the appellant are permitted to attend the local conference.

7.4.6.4 Appellant may present testimony at local conference

([22 VAC 40-705-190 G2](#)). The appellant shall be entitled to present the testimony of witnesses, documents, factual data, arguments or other submissions of proof, pursuant to [§ 63.2-1526 A](#) of the Code of Virginia.

Any additional information or documentation presented at the local conference must be added to the CPS record and documented in the child welfare information system.

7.4.6.5 Time frame to notify appellant of results of local conference

([22 VAC 40-705-190 G3](#)). The director of the local department, or a designee of the director, shall notify the appellant, in writing, of the results of the local conference within 45 days of receipt of the written request from the appellant unless the time frame has been extended as described in subsection E of this section...

7.4.6.6 Local director's authority to sustain, amend, or reverse findings

([22 VAC 40-705-190 G3](#)). The director of the local department, or the designee of the director, shall have the authority to sustain, amend, or reverse the local department's findings...

As a result of the local conference, the local director or the local director's designee may amend the final disposition and case record.

The local director, or designee, has the authority to amend parts of the record by ordering that certain parts be stricken if those parts are proven to be inaccurate or irrelevant.

7.4.6.7 Notify appellant

([22 VAC 40-705-190 G3](#)). Notification of the results of the local conference shall be mailed, certified with return receipt, to the appellant. The local department shall notify the child abuse and neglect information system of the results of the local conference.

The written decision shall be mailed to the appellant as specified in [22 VAC 40-705-190](#) and shall include:

- The action to be taken on the request for amendment.
- Explanation of any additional appeal rights available to the appellant.

7.4.6.8 Document results of local conference

([22 VAC 40-705-190 G3](#)). The local department shall notify the child abuse and neglect information system of the results of the local conference.

7.4.6.9 Notify all original recipients of initial disposition, if amended

The LDSS must notify in writing all persons who were originally informed of the original disposition, if the local conference results in an amended or reversed disposition. This includes the complainant as well as custodial and non-custodial parents of all victim children.

7.4.7 Local conference training

FSWEB 1012: Child Protective Services Appeal Training is available in the [Virginia Learning Center](#). This recorded webinar conducted in June 2017 provides general information about the administrative appeals process, with a strong emphasis on the local conference.

7.5 State administrative appeal

The State Appeals Hearings Officers developed a [guide for local agencies](#) that explains the state appeal hearing process in more detail.

7.5.1 Appellant must request state administrative hearing

([22 VAC 40-705-190 H](#)). If the appellant is unsatisfied with the results of the local conference, the appellant may, within 30 days of receiving notice of the results of the local conference, submit a written request to the commissioner for an administrative hearing pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

When the alleged abuser or neglecter is under 18 years of age, the parent or legal guardian of the alleged abuser or neglecter may submit a written request for the state administrative appeal on behalf of the juvenile.

7.5.2 Exception to time frames

There is an exception to requesting an administrative hearing **within 30 days** of receipt of local conference results. The appellant may request in writing that the Commissioner grant an administrative hearing to review the request for amendment if:

- The LDSS refuses to amend their report (disposition); or
- The LDSS fails to act within 45 days after receiving the appellant's request, unless an extension has been requested by the appellant.

If the LDSS refuses to conduct a local conference within the 45-day time frame (unless there is an extension of that time frame), then the **30-day** time frame for the appellant to request a state administrative hearing begins running at the end of the 45-day time frame. The request to the Commissioner must be made in writing within 30 days thereafter.

7.5.3 Document pending state appeal

The State Hearing Officer notifies the child welfare information system that a state appeal is now pending.

7.5.4 Who may conduct state administrative appeals

([22 VAC 40-705-190 H1](#)). The Commissioner shall designate a member of his staff to conduct the proceeding, pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

7.5.5 Time frame to schedule state administrative hearing

([22 VAC 40-705-190 H2](#)). A hearing officer shall schedule a hearing date within 45 days of the receipt of the appeal request unless there are delays due to subpoena requests, depositions or scheduling problems.

7.5.6 State administrative appeal officers authorities

7.5.6.1 Subpoenas and depositions

([22 VAC 40-705-190 H3](#)). After a party's written motion and showing good cause, the hearing officer may issue subpoenas for the production of documents or to compel the attendance of witnesses at the hearing. The victim child and that child's siblings shall not be subpoenaed, deposed or required to testify, pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

7.5.6.2 Review of subpoena or deposition decision by J&DR court or family court

([22 VAC 40-705-190 H4](#)). Upon petition, the juvenile and domestic relations district court shall have the power to enforce any subpoena that is not complied with or to review any refusal to issue a subpoena. Such decisions may not be further appealed except as part of a final decision that is subject to judicial review pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

7.5.6.3 Depositions

([22 VAC 40-705-190 H5](#)). Upon providing reasonable notice to the other party and the hearing officer, a party may, at his own expense, depose a non-party and submit that deposition at, or prior to, the hearing. The victim child and the child's siblings shall not be deposed. The hearing officer is authorized to determine the number of depositions that will be allowed pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

7.5.7 Information to be provided to appellant and state hearing officer

([22 VAC 40-705-190 H6](#)). The local department shall provide the hearing officer a copy of the investigation record prior to the administrative hearing. By making a written request to the local department, the appellant may obtain a copy of the investigation record. The appellant shall be informed of the procedure by which information will be made available or withheld from him.

In any case of information withheld, the appellant shall be advised of the general nature of the information and the reasons that it is being withheld pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

7.5.8 Conduct state appeal hearing

7.5.8.1 Appellant may seek assistance of counsel

([22 VAC 40-705-190 H7](#)). The appellant and the local department may be represented by counsel at the administrative hearing.

7.5.8.2 Oath and affirmation

([22 VAC 40-705-190 H8](#)). The hearing officer shall administer an oath or affirmation to all parties and witnesses planning to testify at the hearing pursuant to § [63.2-1526 B](#) of the Code of Virginia.

7.5.8.3 Burden on LDSS to prove disposition

([22 VAC 40-705-190 H9](#)). The local department shall have the burden to show that the preponderance of the evidence supports the founded disposition. The local department shall be entitled to present the testimony of witnesses, documents, factual data, arguments or other submissions of proof.

7.5.8.4 Submission of proof

([22 VAC 40-705-190 H10](#)). The appellant shall be entitled to present the testimony of witnesses, documents, factual data, arguments or other submissions of proof.

7.5.8.5 Submission of new evidence

([22 VAC 40-705-190 H11](#)). The hearing officer may allow either party to submit new or additional evidence at the administrative hearing if it is relevant to the matter being appealed.

7.5.8.6 Hearing officer not bound by strict rules of evidence

([22 VAC 40-705-190 H12](#)). The hearing officer shall not be bound by the strict rules of evidence. However, the hearing officer shall only consider that evidence, presented by either party, which is substantially credible or reliable.

7.5.8.7 Allow record to remain open for additional evidence

([22 VAC 40-705-190 H13](#)). The hearing officer may allow the record to remain open for a specified period of time, not to exceed 14 days, to allow either party to submit additional evidence unavailable for the administrative hearing.

7.5.9 State administrative appeal hearing decision

7.5.9.1 Notify appellant and LDSS of results of state administrative appeal hearing

([22 VAC 40-705-190 I](#)). Within 60 days of the close of receiving evidence, the hearing officer shall render a written decision. The hearing officer shall have the authority to sustain, amend, or reverse the local department's findings. The written decision of the hearing officer shall state the findings of fact, conclusions based on regulation and policy, and the final disposition. The decision will be sent to the appellant by certified mail, return receipt requested. Copies of the decision shall be mailed to the appellant's counsel, the local department and the local department's counsel...

7.5.9.2 State appeal officer may remand case to LDSS

([22 VAC 40-705-190 H14](#)). In the event that new or additional evidence is presented at the administrative hearing, the hearing officer may remand the case to the local department for reconsideration of the findings. If the local department fails to act within 14 days or fails to amend the findings to the satisfaction of the appellant, then the hearing officer shall render a decision, pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

7.5.9.3 Appellant has further right of review by circuit court

([22 VAC 40-705-190 J](#)). The hearing officer shall notify the appellant of the appellant's further right of review in circuit court in the event that the appellant is not satisfied with the written decision of the hearing officer. Appeals are governed by Part 2A of the rules of the Supreme Court of Virginia. The local department shall have no further right of review pursuant to [§ 63.2-1526 B](#) of the Code of Virginia.

([22 VAC 40-705-190 K](#)). In the event that the hearing officer's decision is appealed to circuit court, the department shall prepare a transcript for that proceeding. That transcript or narrative of the evidence shall be provided to the circuit court along with the complete hearing record. If a court reporter was hired by the appellant, the court reporter shall prepare the transcript and provide the court with a transcript.

7.5.9.4 Document results of state administrative appeal

([22 VAC 40-705-190 D](#)). ...The hearing officer shall notify the child abuse and neglect information system of the hearing decision...

7.5.9.5 Notify all original recipients if disposition is amended or reversed by state appeal hearing officer

[\(22 VAC 40-705-190 I\)](#). ...The local department shall notify all other prior recipients of the record of the findings of the hearing officer's decision.

The LDSS shall notify in writing all persons who were originally informed of the original disposition, if the state appeal hearing results in an amended or reversed disposition. This includes the complainant as well custodial and non-custodial parents of all victim children.

DRAFT

7.6 Appendix A: Local Conference Procedures

7.6.1 Acronyms

The following acronyms are used throughout this document:

CPS	Child Protective Services
LDSS	Local Department of Social Services
VAC	Virginia Administrative Code
VDSS	Virginia Department of Social Services

7.6.2 Introduction

The purpose of this guide is to provide recommended procedures and practices when an alleged abuser appeals the LDSS founded disposition of a CPS investigation. This information is a companion to the Code of Virginia, CPS Regulations, and Chapter C of the Child and Family Services Manual.

Virginia Code [§ 63.2-1526](#) establishes the right to an administrative appeal by any individual against whom a founded disposition of abuse or neglect has been made in a CPS investigation.

The VAC, beginning at [22 VAC 40-705-10](#), includes regulations pertaining to CPS appeals and the responsibilities of the LDSS.

- Virginia Code [§ 63.2-100](#) defines an “abused or neglected child.”
- Virginia Code [§ 63.2-1505](#) sets forth the investigative and reporting responsibilities of the LDSS.
- [Chapter C of the Child and Family Services Manual](#) contains guidance to clarify the Code of Virginia and the VAC for the LDSS that respond to reports of abuse or neglect, including when an alleged abuser appeals a LDSS founded disposition of a CPS investigation.

7.6.3 Levels of appeal

- **Local Informal Conference.** This is the first level of administrative appeal conducted by the LDSS director or designee.
- **State.** A more formal administrative hearing. The LDSS has an opportunity to present witnesses, testimony, and other evidence, as does the Appellant. The

hearing is conducted by Hearing Officers designated by the Commissioner of VDSS.

- **Circuit Court.** This is an appellate review of the decision by the Hearing Officer designated by the Commissioner. At this level of the appeal process, and thereafter, new evidence must not be presented. Instead, the circuit court judge will listen to oral arguments by the Assistant Attorney General, representing VDSS's position, and the Appellant, or his counsel, if he has one.
- **Court of Appeals.** This is an appellate review of the decision of the circuit court that does not involve the presentation of evidence.

7.6.4 Purpose of local conference

The purpose of the local conference is to allow the abuser to meet informally with the LDSS director or designee to present testimony of witnesses, documents, arguments, submissions of proof or any additional relevant information the Appellant wants the LDSS to consider in his request to change the finding of the investigation. The Appellant may also submit additional information to be included in the CPS investigation record.

7.6.5 Local conference time frames

- Appellant must request the appeal in writing **within 30 days** of receipt of the disposition letter.
- LDSS must complete the local conference process and notify Appellant of decision within 45 days of receipt of the written request for appeal.
- Appellant may seek a state appeal if the LDSS does not meet the 45 day requirement and no extension was requested by the Appellant.
- Appellant may request in writing an extension of up to 60 days from the end of the 45 days to complete the local conference.
- Local conference is automatically stayed if there is a pending criminal proceeding in juvenile, circuit or military court against the abuser for the same conduct and the same victim as the founded disposition. The stay lasts until the final order has been entered in circuit court.
 - The intent of the stay provisions is to protect the Appellant from having to testify in the CPS case while the criminal matter is pending. It also is designed to protect the case record from inappropriate use by the Appellant in the criminal proceeding. The stay is initiated upon the filing of a relevant criminal charge. The court where the proceedings begin is irrelevant.

- Virginia Code Section [63.2-1526 \(C\)](#) stays proceedings until “the criminal prosecution in circuit court is completed.” The stay provisions apply when there are criminal charges “against the Appellant for the same conduct involving the same victim as investigated by the local department.” According to the Rules of the Supreme Court of Virginia, a case has not been completed until the judge enters a final, appealable order. ([Rule 1:1, Rules of Supreme Court of Virginia](#)) Therefore, the stay of the administrative appeal continues until such time as the court enters a final order.
- The local conference is mandatory. The LDSS must make every effort to schedule and conduct, even if the Appellant does not appear at the scheduled conference time. Failure to conduct a local conference may affect the outcome of a circuit court appeal.

7.6.6 Pre-conference preparation

- Send Appellant and LDSS CPS staff written acknowledgement of receipt of the request to appeal that may also include a date for the local conference.
- The local conference can be face-to-face or by phone if the Appellant agrees.
- Contact LDSS legal counsel to review the appeal process and to determine what role legal counsel will take in the local conference. The LDSS may be represented by counsel at the local conference.

7.6.7 CPS case record

- Obtain and review CPS record. Because local conference decisions can be further appealed, the LDSS Director or designee should be given a redacted copy of the CPS record.
- The CPS worker is strongly encouraged to consult with the LDSS attorney to review the proposed redaction of the record prior to its release.
- The CPS record includes the following:
 - All documentation, including OASIS data, audio or video recordings; medical reports, psychological evaluations, handwritten notes from the child, transcripts, etc., that is considered significant evidence. ([22VAC40-705-10](#))
 - If the LDSS is represented by an attorney at the informal conference, he may formally submit the document(s). However, if the LDSS is not represented, then the CPS worker should submit the case record.

- **Do not include the complainant's name or other information** which may endanger the well-being of a child.
- Upon the Appellant's written request, the LDSS shall provide the Appellant all information used in making its determination. ([22VAC40-705-190 \(F\)](#)). This includes health or hospital reports that the LDSS may not have the authority to release as part of the local conference process. It is important that the LDSS attorney review all documents to be released to the Appellant as part of the redacted record.
- Photographs should be identified by who took them and when they were taken. The quality of the photos in documenting an injury can be considered by the LDSS Director or designee.
- The Appellant or his representative should receive the same redacted CPS record the LDSS Director or designee has received.
- LDSS Director or designee should set a time to receive the CPS record that allows sufficient time to review prior to the local conference.

7.6.8 Conducting the informal local conference

The LDSS director or designee chairs the local conference. Except for the LDSS Director or designee, no person whose regular duties include substantial involvement with the child abuse or neglect cases shall preside over a local conference. The conference may generally follow this order:

7.6.8.1 Introduction and summary of the conference process

- This summary will discuss the purpose of the hearing, the use of witnesses, general structural matters such as who will present first, relaxation of the rules of evidence, burden of proof issues and any other matters which can be appropriately discussed at this stage. The conference may be recorded by either party.
- The parties will be advised that witnesses can be heard, but that a rule on the witnesses will be imposed during the hearing. As in a court setting, this simply requires that any witnesses intending to testify must wait outside of the hearing room until such time that they testify. They will be entitled to remain in the hearing room following their testimony at the discretion of the parties and the LDSS Director or their designee. Presentation of the LDSS case and questions by Appellant or LDSS Director or designee.

7.6.8.2 Presentation of the LDSS case and questions by Appellant or LDSS Director or designee

The following are several guidelines for the LDSS Director or designee to consider during the case presentation:

- CPS worker can summarize the case, if possible. It is not necessary to read it. Whether reading or summarizing, however, the CPS worker should be prepared to regularly reference what page of the case record they are on, both for the benefit of the LDSS Director or designee and for the Appellant.
- The oral summary should include all factors that contributed to the finding. The focus should be on any elements required by guidance in establishing a particular form of abuse.
- At the conclusion of the oral summary, explain how the facts constitute the founded disposition. It is useful to refer to the Dispositional Assessment page for this information.
- Define and describe not only the guidance definition for applicable type of abuse or neglect, but also the level for each abuse or neglect finding. Be prepared to explain the distinction of the different levels of abuse in a given case, as such distinctions are often useful in helping appellants understand the finding in context.
- Understand that the parties will often have questions and concerns about the risk level. The LDSS Director or designee does not have jurisdiction over that part of the finding. Risk is at the LDSS discretion.
- Note that the Appellant has the right to request the amendment of the record, so anything that appears in the case record (no matter how long it is) is subject to discussion at the local conference. Even if certain information is not relevant to the finding, it is subject to amendment because it is part of the case record.

7.6.8.3 Presentation of the Appellant's case and questions by the CPS worker or LDSS Director or designee

- At the local conference, whenever the Appellant makes a statement that the LDSS Director or designee and/or CPS worker believes to be inaccurate, it is important to voice objections and reasons why such statement is inaccurate. This will not likely be perceived as being argumentative, as long as the Appellant is allowed to complete his statement(s) before responding.

- The local conference is intended to be an exchange of information. If during the local conference, the LDSS Director or designee does not hear information that rebuts any new information provided by the Appellant, he will not be able to take that rebuttal information into consideration.
- The LDSS Director or designee will referee the questioning to a certain degree. The questioning process will have been explained to the parties in the opening summary. However, the Appellant/Appellant's attorney may not successfully abide by such instructions. Typically, the LDSS Director or designee will allow the attorney/Appellant to ask initial questions and follow-up questions but will intercede if, in the LDSS Director or designee's opinion, the questions are overly repetitive and/or abusive.
- The LDSS Director or designee may stop the conference if participants become verbally abusive and fail to follow the LDSS Director or designee's directives with regard to their behavior.
- The LDSS attorney, if present, can be helpful in making objections to Appellant's questioning. Some objections may be sustained. The LDSS Director or designee will not potentially cross the line of impartiality by appearing to be interceding on the behalf of the CPS worker.
- One of the purposes of a local conference, as defined by statute, is to allow the Appellant to provide additional information to the LDSS, in an informal environment, that might give reason why the finding should be amended or overturned. Some reasons for an Appellant to provide new or different information at the hearing include:
 - The Appellant may be trying to avoid a founded disposition and possibly losing his current job, losing the opportunity to get certain types of jobs in the future. The Appellant may fear the founded disposition will result in loss of custody of his children. The Appellant may fear embarrassment of having a founded disposition.
 - The Appellant may not want to talk until they have the opportunity to consult with an attorney. The Appellant may not know that certain information he could have provided would be exculpatory at the time was interviewed.
 - The Appellant may be confused or upset by the CPS investigation and interviewing process, and not able to summon all of the pertinent information that may be useful in his defense.
 - Despite conducting a thorough investigation regarding the allegations, the CPS worker did not have the opportunity to ask

certain questions or pursue other information during the investigation.

7.6.9 Other local conference issues

7.6.9.1 Witnesses and other participants

The LDSS Director or designee will determine at the beginning of the conference how many witnesses will testify and, generally, to what they will testify. If numerous witnesses are providing similar character testimony or are testifying, as an example, that Appellant is an exemplary day-care provider, the LDSS Director or designee will likely not have all such witnesses testify but will hear from two or three of them at the most. The rest of the Appellant's witnesses' testimony in such an instance would be cumulative and can be proffered (summarized) to avoid repetitive testimony.

Children, and most specifically the alleged victim child, will not be permitted to testify for either side. The CPS worker must be mindful, however, of the requirement that findings must be based on first source material and not on hearsay.

For purposes of the informal conference, information that the CPS worker hears directly from the child and repeats at the local conference is deemed to be first source material, even though such testimony would be considered hearsay in court. Second and third-hand hearsay would not have the same reliability, however, and while such information would be admissible in the hearing under the relaxed rules of evidence in effect during an administrative hearing, they would not be considered first source. Such information might be statements from the teacher about information that the child told to him, which were then relayed to the CPS worker.

See CPS Manual, Section 4, Family Assessment and Investigation, for more information about first source evidence.

7.6.9.2 Non-offending parent and non-custodial parent of the victim child

If the Appellant is an out-of-family caretaker, the parents of the victim child may not attend the local conference.

The LDSS Director or designee may use discretion in determining whether the non-custodial parent of the victim child or the non-offending parent of the victim child may attend the local conference.

7.6.9.3 Burden of proof

The LDSS director or designee must make a decision based on whether the CPS worker met the evidentiary standard to establish abuse or neglect. The specific burden established by state policy is a **preponderance of the evidence**, which is the least onerous burden. A preponderance of the evidence is just enough evidence to tip the balance in one direction or the other. Since the burden is so low, it is imperative that the worker be able to establish the reliability of all sources used in making the finding. Most important of all witnesses, of course, is the alleged victim child. The CPS worker must find as many indices of the child's reliability as possible, as the ultimate disposition will often turn on the child's credibility.

7.6.9.4 Hold the case open for Appellant to provide additional information

If the 45-day time frame (or 60-day extension, if requested) to complete the appeal has not expired and the Appellant makes a written request for an extension, the LDSS Director or designee may allow Appellant to provide additional information after the hearing.

7.6.9.5 Can CPS worker investigate additional information provided at a local conference?

No. The LDSS Director or designee must make decision based on CPS case record and evidence presented at the local conference.

7.6.9.6 What if the Appellant does not appear for the conference or refuses to agree to a date for the conference.

The LDSS must conduct the local appeal conference as required by CPS regulation even if the Appellant does not appear for the conference after being duly informed of the conference date.

7.6.10 After the conference

- [22VAC40-705-190\(G\)\(3\)](#) provides that the disposition may be sustained, reversed or amended as a result of the local conference.
- A **written decision** will be sent by certified mail, return receipt requested, to the Appellant pursuant to [22VAC40-705-190\(G\)\(3\)](#).
- The LDSS Director or designee will notify the **Central Registry, a subsection of OASIS (Online Automated Services Information System)** of the decision.

- If the original disposition is amended as a result of the final appeal, the parents of the involved child(ren) and all others, including the complainant, who received notification initially will be notified **by the LDSS**.
- An Appellant who is dissatisfied with the decision of the LDSS Director or designee may appeal to the Commissioner of the Virginia Department of Social Services. The LDSS Director or designee's written decision must include instructions for the state appeal process.

7.6.11 Sample letters

Sample letters follow on the next pages.

DRAFT

ACKNOWLEDGEMENT OF APPEAL AND SET CONFERENCE DATE

DATE

APPELLANT NAME
APPELLANT ADDRESS

Dear APPELLANT NAME:

Your request to appeal the Child Protection Services founded disposition of sexual abuse, level 1, made on DATE was received by this agency on DATE. We must schedule, hear, and decide on your request of amendment within 45 days after receiving such request. Please inform the CPS worker prior to the local conference if an attorney will present you.

The scheduled local conference to hear your appeal has been set for DATE at TIME, at LOCATION/ADDRESS. Please sign in at the front desk and the worker will escort you to the conference room.

Under the policy of the Virginia Department of Social Services, you must receive a written decision regarding your request on or before DATE (45 days from date appeal was received). If you do not receive a written decision on your request on or before DATE you have 30 days to request an administrative hearing from the Commissioner of the Department of Social Services, 801 East Main Street, Richmond, Virginia 23219.

If you would like to review your records prior to the local conference or have questions, please contact NAME at telephone.

Sincerely,

Local Director or designee

cc. CPS Worker
CPS Supervisor

ACKNOWLEDGEMENT LETTER AND SET TELEPHONE CONFERENCE

DATE

APPELLANT NAME
APPELLANT ADDRESS

Dear APPELLANT NAME:

Your request to appeal the Child Protection Services founded disposition of sexual abuse, level 1, made on DATE was received by this agency on DATE. We must schedule, hear, and decide on your request of amendment within 45 days after receiving such request. Please inform the worker prior to the local conference if an attorney will represent you.

Under the policy of the Virginia Department of Social Services, you must receive a written decision regarding your request on or before DATE (45 days from date appeal was received). If you do not receive a written decision on your request on or before DATE you have 30 days to request an administrative hearing from the Commissioner of the Department of Social Services, 801 East Main Street, Richmond, Virginia 23219.

In response to your request, a telephone conference will be conducted on DATE at TIME. I will call you at your home telephone number (Telephone Number), unless you designate a different location before DATE.

If you have documents that you wish to submit during the conference, please have them delivered to the department at least three days before the conference date.

If you would like to review the agency's records regarding the investigation prior to the local conference or have questions, please contact Name at (Telephone Number).

Sincerely,

Local Director or designee

cc. CPS Supervisor
CPS Worker

ACKNOWLEDGE APPEAL REQUEST FROM ATTORNEY

DATE

ATTORNEY FOR APPELLANT
ADDRESS

Dear ATTORNEY NAME:

Your request to amend the disposition of Founded, Level 2, Physical Neglect (Lack of Supervision) of VICTIM CHILD (REN) by APPELLANT NAME was received by this Department on DATE. A local conference will be scheduled in the near future to discuss your request for an amendment of the record.

Under the policy of the Department of Social Services, a local conference must be conducted and you must receive a written decision based on your request on or before DATE (45 DAYS FROM RECEIPT OF APPEAL REQUEST), unless you submit a written request for an extension of that period for a specific time not to exceed 60 days.

If you do not receive a written decision on the request on or before DATE (45 DAYS FROM RECEIPT OF APPEAL REQUEST), and no extension was requested, you have 30 days from that date to request an administrative hearing, in writing, from the Commissioner, Department of Social Services, 801 East Main Street, Richmond, Virginia 23219.

Your office will be contacted in the next few days to schedule a conference date and time or if you wish, you can contact me at (telephone number).

Sincerely,

Local Director or designee

cc: CPS Supervisor
CPS Worker

CERTIFIED MAIL NO.: 7007 2680 0000 2816 6128

CRIMINAL CHARGES PENDING

DATE

APPELLANT NAME
APPELLANT ADDRESS

Dear APPELLANT NAME:

Your request to amend the record was received on DATE.

According to the Virginia Code, Sections 2.2-3802 and 63.2-1526, when a criminal charge is brought against an Appellant, for the same conduct and involving the same victim, the CPS appeals process shall be suspended until the criminal prosecution is completed. The Appellant's right to access his record under the Government Data Collection and Dissemination Practices Act is also suspended until the criminal process is completed. This law became effective April 7, 1993.

Additionally, effective July 1, 2019, § 63.2-1526 of the Code of Virginia suspends the administrative CPS appeal process when there is a criminal investigation filed or commenced against the appellant for the same conduct involving the same victim as investigated by the local department until the investigation is closed or 180 days have lapsed since the appellant's request for the appeal. The Appellant's right to access his record under the Government Data Collection and Dissemination Practices Act is also suspended until the criminal investigation is completed or 180 days have lapsed.

When the criminal proceedings are completed, the investigation has been completed or 180 days have lapsed since your request for an appeal, you will have the right to resume the appeal process within the times frames provided by law. If you have any questions, please feel free to give me a call at (telephone number).

Sincerely,

Local Director or designee

cc: CPS Supervisor
CPS Worker

Certified Mail: 7007 2680 0000 2816 6913

UPHOLD FOUNDED DISPOSITION

DATE

APPELLANT NAME
APPELLANT ADDRESS

Dear APPELLANT NAME:

After careful review of the record in this case and of the evidence presented at the hearing held on DATE, I have decided to uphold the agency's finding of Founded, Level 3, Physical Neglect of VICTIM CHILD(REN) by APPELLANT.

If you would like to appeal this decision further you should write to the Commissioner of Social Services and request a hearing. The request must be made within 30 days of receiving this letter. Please address your request to:

Commissioner
Virginia Department of Social Services
801 East Main Street
Richmond, Virginia 23219

If you have any questions, please feel free to contact me.

Sincerely,

Local Director or designee

cc: CPS Worker
CPS Supervisor

CERTIFIED MAIL NO: 7007 1490 0001 3107 3681

AMEND FOUNDED DISPOSITION

DATE

APPELLANT NAME
APPELLANT ADDRESS

Dear APPELLANT NAME:

After careful review of the record in this case and after consideration of the evidence presented at the hearing held on HEARING DATE, I have decided to amend the agency's finding of Founded, Level 2, Physical Abuse of VICTIM NAME(S) by ABUSER NAME to Founded, Level 3, Physical Abuse of VICTIM NAME(S) by ABUSER NAME.

If you would like to appeal this decision further, you should write to the Commissioner of Social Services and request a hearing. The request must be made within thirty days of receiving this letter. Please address your request to:

Commissioner
Virginia Department of Social Services
801 East Main Street
Richmond, Virginia 23219-3301

If you have any questions, please feel free to contact me.

Sincerely,

Local Director or designee

cc: CPS Worker
CPS Supervisor

Certified Mail: 7007 1490 0001 3106 7017

OVERTURN FOUNDED DISPOSITION

DATE

APPELLANT NAME
APPELLANT ADDRESS

Dear APPELLANT NAME:

After careful review of the record in this case and of the evidence presented at the hearing held on DATE, I have decided to Overturn the agency's finding of Founded, Level 3, Physical Neglect of VICTIM CHILD(REN) by APPELLANT.

The local department records will be destroyed one year from the date of the complaint unless there are other CPS reports that require a longer retention period.

You may request the department in writing to retain your CPS record for up to two years past the original purge date. You may also petition the court to obtain the identity of the complainant if you believe the complaint was made maliciously.

Thank you for your cooperation in this matter. If you have any questions, please feel free to contact me.

Sincerely,

Local Director or designee

cc: CPS Worker
CPS Supervisor

Certified Mail: 7007 1490 0001 3107 3698

CPS LOCAL CONFERENCE SUMMARY - SUGGESTED OUTLINE

CASE NAME:
COMPLAINT DATE:
REFERRAL NUMBER:
DATE OF DISPOSITION:
CHILDREN (NAME & DOB)

1) INTRODUCTION

An informal Child Protective Service conference was held at Local Dept. of Social Services on **(date)**.

Present were:

Name	Title
------	-------

2) CASE SUMMARY

A disposition of **(type of abuse/neglect)** was made based upon the following evidence:

3) APPELLANT'S RESPONSE

The following new information was provided by the appellant:

Documentary evidence presented by the Appellant included:

Appellant's arguments and objections to the disposition were:

4) WORKER'S RESPONSE

The CPS worker's arguments and supports of the disposition were:

5) FINDING

Following the local agency conference, a decision was made to **(uphold, amend, overturn disposition)** based on the following reasons:

8

JUDICIAL PROCEEDINGS

TABLE OF CONTENTS

- 8.1 Introduction6**

 - 8.1.1 *Venue*6
 - 8.1.2 *Names and contact information of persons with a legitimate interest*.....6
 - 8.1.3 *Court consider person with a legitimate interest*.....7

- 8.2 Emergency removal order.....7**

 - 8.2.1 Ex parte emergency removal order7

 - 8.2.1.1 Petition for an emergency removal order must allege child is abused or neglected..... 8

 - 8.2.2 Affidavit or sworn testimony must accompany petition.....8
 - 8.2.3 Affidavit or sworn statement in support of emergency removal order.....8

 - 8.2.3.1 The petition, affidavit, or sworn statement must specify the factual circumstances warranting removal 8
 - 8.2.3.2 Evidence must establish an immediate threat to life or health of the child 8
 - 8.2.3.3 Petition, affidavit, or sworn testimony must show reasonable efforts to prevent removal 8
 - 8.2.3.4 Petition, affidavit, or sworn testimony must show no alternatives less drastic than removal..... 9
 - 8.2.3.5 No opportunity to provide preventive services 9
 - 8.2.3.6 Petition or affidavit must include the following facts 9

8.2.3.7	CPS worker shall consult with supervisor and must consult foster care worker	10
8.2.4	Five-day hearing must occur following emergency removal order	10
8.2.5	Suitable relatives shall be considered for placement	11
8.2.6	When LDSS has legal custody of child	11
8.3	Preliminary removal order	11
8.3.1	Service worker shall consult with supervisor and foster care worker	12
8.3.2	Notice shall be given to all parties	12
8.3.2.1	If notice cannot be provided.....	12
8.3.2.2	Notice shall include specific information	13
8.3.3	Parties may obtain counsel	13
8.3.4	Preliminary removal hearing.....	13
8.3.5	For a preliminary removal order to be issued, burden is on the requesting party	13
8.3.5.1	Burden of proof – preponderance of the evidence	14
8.3.5.2	Requesting party must prove imminent threat to life or health of child...	14
8.3.5.3	Reasonable efforts must have been made to prevent removal	14
8.3.5.4	No alternatives less drastic than removal.....	14
8.3.5.5	No reasonable opportunity to provide services.....	15
8.3.6	The preliminary removal hearing	15
8.3.6.1	Parties may present witnesses and evidence.....	15
8.3.6.2	Testimony of the child may be taken by closed-circuit television	15
8.3.6.3	<i>Out-of-court statements made by a child describing act of sexual nature</i>	16
8.3.6.4	<i>Use of videotaped statement of alleged victim as evidence</i>	17
8.3.7	If court orders removal, court must determine who shall have custody of the child	18
8.3.7.1	If court orders removal, court may provide for reasonable visitation	19
8.3.7.2	If court orders removal, court shall obtain child support	19
8.3.7.3	Court may impose additional requirements or conditions.....	20
8.3.8	Court shall make finding of abuse or neglect.....	20
8.3.8.1	A party may object to the court making a finding of abuse or neglect....	20
8.3.8.2	Adjudicatory hearing	21

8.3.8.3	Notification of adjudicatory hearing.....	21
8.3.8.4	Any preliminary removal order or protection orders remain in effect pending adjudicatory hearing.....	21
8.3.8.5	Dispositional hearing.....	21
8.3.8.6	Scheduling the dispositional hearing	22
8.3.9	Person gaining legal custody of child	22
8.3.10	Violation of order constitutes contempt of court.....	23
8.4	Preliminary protective order	23
8.4.1	Purpose of preliminary protective order	23
8.4.2	The court's authority.....	23
8.4.2.1	The court may order person to abstain from offensive conduct	23
8.4.2.2	The court may order services	23
8.4.2.3	The court may order home visits.....	24
8.4.2.4	The court may order visitation with the child.....	24
8.4.2.5	The court may order person to refrain from certain acts	24
8.4.2.6	The court may order person to have no contact with child or family	24
8.4.3	Requesting a preliminary protective order	24
8.4.3.1	Motion or petition must establish imminent threat	25
8.4.3.2	Ex parte preliminary protective order.....	25
8.4.3.3	Adversary hearing shall occur within five days of issuance of ex parte order.....	26
8.4.4	Notice of hearing shall be given	26
8.4.5	Right to counsel	26
8.4.6	Right to present witnesses and cross-examination.....	26
8.4.7	If the preliminary protective order petition alleges abuse or neglect, then the court shall make finding of abuse or neglect	27
8.4.7.1	A party may object to the court making a finding of abuse or neglect....	27
8.4.7.2	If a party objects to the court making a finding of abuse or neglect	28
8.4.7.3	Purpose of adjudicatory hearing	28
8.4.7.4	Notice for adjudicatory hearing	28
8.4.7.5	Court order carries full force and effect	28
8.4.8	Dispositional hearing	28
8.4.8.1	Scheduling and notice for dispositional hearing	29

Child and Family Services Manual C. Child Protective Services

8.4.9	Preliminary protective order cannot remove custody from parents or guardians	29
8.4.10	Violation of preliminary protective order constitutes contempt of court	29
8.5	Petition for child support	29
8.6	Immunity from civil or criminal liability	30
8.7	Appendix A: Preliminary protective orders in cases of family abuse	31
8.7.1	Statutory authority	31
8.7.2	Name of alleged abuser to be entered Into Virginia Criminal Information Network	32
8.7.3	Preliminary order effective upon service	34
8.7.4	Full hearing on the petition	34
8.7.5	<i>Use of closed-circuit testimony</i>	34
8.8	Appendix B: Emergency protective orders (EPO) in cases of family abuse	35
8.8.1	Statutory authority	35
8.8.2	A police officer or the allegedly abused person may petition the court and must testify to the circumstances	35
8.8.3	Duration of emergency protective order	36
8.8.4	Law enforcement may request EPO orally, in person, or by electronic means	36
8.8.5	Name of alleged abuser to be entered Into Virginia Criminal Information Network	37
8.8.6	EPO not affected by fact family left premise to avoid danger	38
8.8.7	Issuance of EPO not evidence of any wrongdoing	38
8.8.8	Definition of law-enforcement officer	38
8.8.9	Definition of copy includes fax	38
8.8.10	<i>Use of closed-circuit testimony</i>	38
8.9	Appendix C: Protective orders in cases of family abuse	40
8.9.1	Statutory authority	40
8.9.2	Duration of protective order	41
8.9.3	Name of alleged abuser to be entered Into Virginia Criminal Information Network	41
8.9.4	Violation of court order constitutes contempt of court	42

8.9.5	Court costs and attorney's fees	42
8.9.6	Other state court orders given full faith and credit	42
8.9.7	Either party may request dissolution or modification of protective order	43
8.9.8	Copy includes fax.....	43
8.9.9	<i>Use of closed-circuit testimony</i>	43
8.10	Appendix D: Guidelines for State Courts and Agencies in Indian Child Welfare Custody Proceedings	44
8.10.1	What is the purpose of these guidelines?	44
8.10.2	What terms do I need to know?	44
8.10.3	When does ICWA apply?	48
8.10.4	How do I contact a tribe under these guidelines?	50
8.10.5	How do these guidelines interact with state laws?	50
8.10.6	When does the requirement for active efforts begin?.....	50
8.10.7	What actions must an agency and State court undertake in order to determine whether a child is an Indian child?	51
8.10.8	Who makes the determination as to whether a child is a member of a tribe?	52
8.10.9	What is the procedure for determining an Indian child's tribe when the child is a member or eligible for membership in more than one tribe?	53
8.10.10	When must a State court dismiss an action?	54
8.10.11	What are the notice requirements for a child custody proceeding involving an Indian child?	55
8.10.12	What time limits and extensions apply?	58
8.10.13	What is the process for the emergency removal of an Indian child?	59
8.10.14	What are the procedures for determining improper removal?	62
8.10.15	Who may serve as an expert witness?	62

8

JUDICIAL PROCEEDINGS

8.1 Introduction

This section describes some of the judicial proceedings regarding child abuse or neglect. It is imperative that local departments of social services (LDSS) seek legal counsel and advice when seeking court intervention in a Child Protective Services (CPS) referral or CPS on-going case. See [Appendix D](#) for guidance specific to the emergency removal and court hearings involving an Indian child.

Text that is indented and denoted with a blue vertical line is verbatim from the Code of Virginia or the Virginia Administrative Code (VAC).

8.1.1 Venue

([§16.1-243 A \(1d\)](#) of the Code of Virginia). Abuse and neglect: In cases involving an allegedly abused or neglected child, be commenced (i) in the city or county where the child resides, (ii) in the city or county where the child is present when the proceedings are commenced, or (iii) in the city or county where the alleged abuse or neglect occurred.

8.1.2 Names and contact information of persons with a legitimate interest

([§16.1-229.1](#) of the Code of Virginia). In any proceeding held pursuant to this chapter in which a child is removed from his home, the court may order the parents or guardians of such child to provide the names and contact information for all persons with a legitimate interest to the local department of social services.

8.1.3 Court consider person with a legitimate interest

The Code of Virginia (§§ [16.1-252](#), [16.1-277.01](#), [16.1-277.02](#), [16.1-278.2](#), [16.1-278.3](#), and [16.1-283](#)) requires courts consider persons with a legitimate interest for custody of the child when evaluating removal, entrustment, relief of custody, and termination of parental rights petitions.

8.2 Emergency removal order

(§ [16.1-251 A](#) of the Code of Virginia). Emergency Removal Order.

A. A child may be taken into immediate custody and placed in shelter care pursuant to an emergency removal order in cases in which the child is alleged to have been abused or neglected.

The VAC authorizes a CPS worker to petition the court to request an order to remove a child:

([22 VAC 40-705-100 A](#)). A child protective services worker may petition for removal pursuant to §§ [16.1-251](#) and [16.1-252](#) of the Code of Virginia.

The LDSS must work closely with the county or city attorney and the juvenile and domestic relations district court to develop protocols for these actions.

It is important and necessary for the LDSS to obtain legal counsel prior to petitioning for the removal of a child. The evidence supporting the decision to seek court intervention must be well documented in the case record. When an LDSS petitions a court for an emergency removal order, the LDSS may be referred to as the petitioner during the proceedings.

8.2.1 Ex parte emergency removal order

(§ [16.1-251 A](#) of the Code of Virginia). [An Emergency Removal Order]... may be issued ex parte by the court upon a petition supported by an affidavit or by sworn testimony in person before the judge or intake officer . . .

Ex parte is defined as “done or made at the insistence and for the benefit of one party only, without notice or argument by, any person adversely interested.”¹ Essentially, an ex parte hearing allows the court to conduct a hearing without the presence of one of

¹ Black’s Law Dictionary 657 (9th ed. 2009).

the parties because the situation demands immediate action or irreparable harm will likely occur. An emergency removal order may be issued ex parte by the court upon a petition supported by an affidavit or by sworn testimony in person before the judge or intake officer. If a court enters an emergency removal order, a preliminary removal hearing must occur **no later than five (5) business days** after the removal.

8.2.1.1 Petition for an emergency removal order must allege child is abused or neglected

In order to request an emergency removal order, the LDSS must file a petition requesting removal. The petition requesting removal of the child must allege that the child is abused or neglected.

8.2.2 Affidavit or sworn testimony must accompany petition

The worker will be required to submit an affidavit or to present sworn testimony to prove that the case meets the criteria set forth for removing a child from the home. Competent evidence by a physician that a child is abused or neglected is considered adequate to support this type of petition.

8.2.3 Affidavit or sworn statement in support of emergency removal order

8.2.3.1 The petition, affidavit, or sworn statement must specify the factual circumstances warranting removal

The petition or accompanying affidavit must contain a specific statement or account of the factual circumstances necessitating the removal of the child.

8.2.3.2 Evidence must establish an immediate threat to life or health of the child

(§ [16.1-251 A1](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that] The child would be subjected to an imminent threat to life or health to the extent that severe or irremediable injury would be likely to result if the child were returned to or left in the custody of his parents, guardian, legal custodian or other person standing in loco parentis pending a final hearing on the petition.

The circumstances of the child are such that remaining with the parent, legal guardian, or caretaker presents an imminent danger to the child's life or health.

8.2.3.3 Petition, affidavit, or sworn testimony must show reasonable efforts to prevent removal

(§ [16.1-251 A2](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that] ... reasonable efforts have been made to prevent removal of the child from his home and there are no alternatives less drastic than removal of the child from his home which could reasonably protect the child's life or health pending a final hearing on the petition...

Removal of a child should only occur after consideration of alternatives to out-of-home placement. The court must be presented with an affidavit or sworn testimony establishing that reasonable efforts have been made to prevent removal of the child from his home.

8.2.3.4 Petition, affidavit, or sworn testimony must show no alternatives less drastic than removal

(§ [16.1-251 A2](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that]... there are no alternatives less drastic than removal of the child from his home which could reasonably protect the child's life or health pending a final hearing on the petition.

The safety of the child precludes provision of services to prevent placement because there are no alternatives less drastic than removal that could reasonably protect the child's life or health.

8.2.3.4.1 Alternatives less drastic than removal

(§ [16.1-251 A2](#) of the Code of Virginia). [The petition, affidavit or sworn testimony must establish that]... the alternatives less drastic than removal may include but not be limited to the provision of medical, educational, psychiatric, psychological, homemaking or other similar services to the child or family or the issuance of a preliminary protective order pursuant to § [16.1-253](#).

8.2.3.5 No opportunity to provide preventive services

(§ [16.1-251 A2](#) of the Code of Virginia). ...when a child is removed from his home and there is no reasonable opportunity to provide preventive services, reasonable efforts to prevent removal shall be deemed to have been made.

Circumstances may occur when there is no reasonable opportunity to provide preventive services before removing a child from the home.

8.2.3.6 Petition or affidavit must include the following facts

The petition shall include the following facts:

- The name of the person who took emergency custody, the person's professional capacity, and the telephone number where the person can be reached.
- The child's name and birth date.
- The names of parents or guardians.
- The present or last known address of parents or guardians.
- A detailed description of the child's condition.
- Any information known concerning the circumstances of the suspected abuse or neglect, including the petitioner's name and the nature of the complaint.
- A brief explanation of the reasons why preventive services were not successful or could not be delivered.
- The specific time and date emergency custody was taken.
- Documentation of the petitioning person's efforts to obtain a court order.

8.2.3.7 CPS worker shall consult with supervisor and must consult foster care worker

Whenever a worker considers removal of a child, supervisory consultation and concurrence is required. When petitioning the court for removal of the child is seen as the only alternative, the worker must involve the foster care worker in staffing the case. The focus of the staffing shall be to assess whether or not there are any alternatives to removal. Evaluation shall be made of the resources available to meet the needs of the family and the specific child who is to be placed.

8.2.4 Five-day hearing must occur following emergency removal order

([§ 16.1-251 B](#) of the Code of Virginia). Whenever a child is taken into immediate custody pursuant to an emergency removal order, a hearing shall be held in accordance with [§ 16.1-](#)

[252](#) as soon as practicable, but in no event later than five business days after the removal of the child.

8.2.5 Suitable relatives shall be considered for placement

(§ [16.1-251 C](#) of the Code of Virginia). In the emergency removal order the court shall give consideration to temporary placement of the child with a suitable relative or other interested individual, including grandparents, under the supervision of the local department of social services, until such time as the hearing in accordance with § [16.1-252](#) is held.

8.2.6 When LDSS has legal custody of child

(§ [16.1-251 D](#) of the Code of Virginia). The local department of social services having legal custody of a child as defined in (§ [16.1-228 i](#)) shall not be required to comply with the requirements of this section in order to re-determine where and with whom the child shall live, notwithstanding that the child had been placed with a natural parent.

This section of the Code of Virginia means the presumption that it is in the best interest of the child to remain with his parents or guardians no longer exists, unless the child was placed in the custody of a natural parent. For example, if the LDSS has been given legal custody of a child as defined in § [16.1-228](#), then the LDSS will not be required to comply with the requirements of this section in order to re-determine where and with whom the child shall live.

§ [16.1-228](#) of the Code of Virginia defines legal custody as meaning “(i) a legal status created by court order which vests in a custodian the right to have physical custody of the child, to determine and re-determine where and with whom he shall live, the right and duty to protect, train and discipline him and to provide him with food, shelter, education and ordinary medical care, all subject to any residual parental rights and responsibilities or (ii) the legal status created by court order of joint custody as defined in § [20-107.2](#).”

8.3 Preliminary removal order

(§ [16.1-252 A](#) of the Code of Virginia). A preliminary removal order in cases in which a child is alleged to have been abused or neglected may be issued by the court after a hearing wherein the court finds that reasonable efforts have been made to prevent removal of the child from his home. The hearing shall be in the nature of a preliminary hearing rather than a final determination of custody.

This order may be requested when the LDSS can prove that the circumstances of the child are such that the child is subject to severe or irremediable injury to his life or health

and that no less drastic alternatives to removing custody are available. This order differs from the emergency removal order in that a hearing must take place before a preliminary removal order can be issued.

8.3.1 Service worker shall consult with supervisor and foster care worker

Whenever a worker considers removing a child, supervisory consultation and concurrence is required. When petitioning the court for removal of the child is seen as the only alternative, the CPS worker or service worker shall involve the foster care worker in staffing the case. The focus of the staffing shall be to assess whether or not there are any additional alternatives to removal. Evaluation shall be made of the resources available to meet the needs of the family and the specific child who is to be placed.

8.3.2 Notice shall be given to all parties

(§ 16.1-252 B of the Code of Virginia). Prior to the removal hearing, notice of the hearing shall be given at least twenty-four hours in advance of the hearing to the guardian ad litem for the child, to the parents, guardian, legal custodian or other person standing in loco parentis of the child and to the child if he or she is twelve years of age or older. If notice to the parents, guardian, legal custodian or other person standing in loco parentis cannot be given despite diligent efforts to do so, the hearing shall be held nonetheless, and the parents, guardian, legal custodian or other person standing in loco parentis shall be afforded a later hearing on their motion regarding a continuation of the summary removal order. The notice provided herein shall include (i) the time, date and place for the hearing; (ii) a specific statement of the factual circumstances which allegedly necessitate removal of the child; and (iii) notice that child support will be considered if a determination is made that the child must be removed from the home.

Notice shall be sent to the parents, guardian, legal custodian, or other person standing in loco parentis. In loco parentis means, “of, relating to, or acting as a temporary guardian or caretaker of a child, taking on all or some of the responsibilities of a parent.”²

8.3.2.1 If notice cannot be provided

Diligent efforts must be made to provide all parties with notice of the hearing. However, if notice to any of the parties cannot be given despite diligent efforts to

² Black’s Law Dictionary 858 (9th ed. 2009).

do so, the hearing shall be held. The parents, guardian, legal custodian, or other person standing in loco parentis shall be afforded a later hearing on their motion regarding a continuation of the summary removal order.

8.3.2.2 Notice shall include specific information

The notice provided to the parties shall state:

- The time, date, and place for the hearing.
- A specific statement of the factual circumstances which allegedly necessitate removal of the child.
- Notice that child support will be considered if a determination is made that the child shall be removed from the home.

8.3.3 Parties may obtain counsel

(§ [16.1-252 C](#) of the Code of Virginia). All parties to the hearing shall be informed of their right to counsel pursuant to [§ 16.1-266](#).

Prior to the preliminary removal hearing by the court of any case involving a parent, guardian or other adult charged with abuse or neglect of a child or a parent or guardian who could be subjected to the loss of residual parental rights and responsibilities, such parent, guardian, or other adult shall be informed by a judge, clerk, or probation officer of his right to counsel and be given an opportunity to:

- Retain counsel; or
- If the court determines that the parent, guardian or other adult is indigent or qualified, the court may appoint counsel; or
- Waive the right to representation by an attorney.

8.3.4 Preliminary removal hearing

The preliminary removal hearing will be conducted in the nature of a preliminary hearing rather than a final determination of custody.

8.3.5 For a preliminary removal order to be issued, burden is on the requesting party

The burden to prove that the court should issue the preliminary removal order is placed upon the petitioning party. If the LDSS is the party asking the court to issue the order, then the burden is on the LDSS to prove the need to issue the order. The CPS worker must file a petition requesting a preliminary removal order, which includes a specific statement of the factual circumstances necessitating the removal of the child.

8.3.5.1 Burden of proof – preponderance of the evidence

Each criterion for establishing the need to issue a preliminary removal order must be satisfied by a preponderance of the evidence.³

8.3.5.2 Requesting party must prove imminent threat to life or health of child

(§ [16.1-252 E1](#) of the Code of Virginia). In order for a preliminary order to issue or for an existing order to be continued, the petitioning party or agency must prove: 1. The child would be subjected to an imminent threat to life or health to the extent that severe or irremediable injury would be likely to result if the child were returned to or left in the custody of his parents, guardian, legal custodian or other person standing in loco parentis pending a final hearing on the petition;

8.3.5.3 Reasonable efforts must have been made to prevent removal

(§ [16.1-252 E2](#) of the Code of Virginia). In order for a preliminary order to issue or for an existing order to be continued, the petitioning party or agency must prove: 2. Reasonable efforts have been made to prevent removal of the child from his home and there are no alternatives less drastic than removal of the child from his home which could reasonably and adequately protect the child's life or health pending a final hearing on the petition...

8.3.5.4 No alternatives less drastic than removal

(§ [16.1-252 E2](#) of the Code of Virginia). ... the alternatives less drastic than removal may include but not be limited to the provision of medical, educational, psychiatric, psychological, homemaking or other similar services to the child or family or the issuance of a preliminary protective order pursuant to [§ 16.1-253](#).

³ See: *Wright v. Arlington County Dept. of Social Services*, 9 Va. App. 411, 388 S.E.2d 477 (1990).

The alternatives less drastic than removal include providing medical, educational, psychiatric, psychological, homemaking, or other similar services to the child or family or the issuance of a preliminary protective order pursuant to [§ 16.1-253](#).

8.3.5.5 No reasonable opportunity to provide services

Circumstances may occur when there is no reasonable opportunity to provide preventive services before removing a child from the home. When there is no opportunity to provide preventive services before removing a child, the court has the authority to deem that reasonable efforts to prevent removal were made by the LDSS.

8.3.6 The preliminary removal hearing

In the hearing, petitioner must prove:

- The child would be subjected to imminent threat to his life or health if the child remained with the caretaker.
- Such circumstances would result in severe and irremediable injury to the child.
- The provision of services to prevent placement was not successful or services to prevent placement could not be given or delivered, and there are no alternatives less drastic than removal which could reasonably protect the child's life and health.

8.3.6.1 Parties may present witnesses and evidence

([§ 16.1-252 D](#) of the Code of Virginia). At the removal hearing the child and his parent, guardian, legal custodian or other person standing in loco parentis shall have the right to confront and cross-examine all adverse witnesses and evidence and to present evidence on their own behalf ...

8.3.6.2 Testimony of the child may be taken by closed-circuit television

([§ 16.1-252 D](#) of the Code of Virginia). ...If the child was fourteen years of age or under on the date of the alleged offense and is sixteen or under at the time of the hearing, the child's attorney or guardian ad litem, or if the child has been committed to the custody of the Department of Social Services, the local department of social services, may apply for an order from the court that the child's testimony be taken in a room outside the courtroom and be televised by two-way closed-circuit television.

The provisions of [§ 63.2-1521](#) shall apply, mutatis mutandis, to the use of two-way closed-circuit television except that the person seeking the order shall apply for the order at least forty-eight hours before the hearing, unless the court for good cause shown allows the application to be made at a later time.

A child, 14 years of age or under at the time of the alleged incident, may testify under certain conditions as determined by the court in any civil proceeding involving allegations of abuse and neglect of that child. By motion of a party, the child's testimony may be taken by closed-circuit television, if the court finds that the child cannot testify in open court in the presence of the alleged abuser or neglecter for the following reasons:

- The child's persistent refusal to testify despite judicial request to do so;
- The child's substantial inability to communicate about the offense; or
- The substantial likelihood, based on expert opinion testimony, that the child will suffer severe emotional trauma as a result of testifying.

Additional information regarding the use of closed-circuit testimony can be found on the [Virginia Department of Criminal Justice](#) (DCJS) website.

8.3.6.3 Out-of-court statements made by a child describing act of sexual nature

(§ 63.2-1522 A of the Code of Virginia). In any civil proceeding involving alleged abuse or neglect of a child pursuant to this chapter or pursuant to §§ [16.1-241](#), [16.1-251](#), [16.1-252](#), [16.1-253](#), [16.1-283](#), or § [20-107.2](#), an out-of-court statement made by a child 14 years of age or younger at the time the statement is offered into evidence, describing any act of a sexual nature performed with or on the child by another, not otherwise admissible by statute or rule, may be admissible in evidence if the requirements of subsection B are met.

An out-of-court statement may be admitted into evidence if a child, 14 years of age or younger at the time of the hearing, testifies at the proceeding, or testifies by means of a videotaped deposition or closed-circuit television, and at the time of such testimony is subject to cross examination concerning the out-of-court statement or the child is found by the court to be unavailable to testify on any of these grounds:

- *The child's death.*

- *The child's absence from the jurisdiction, provided such absence is not for the purpose of preventing the availability of the child to testify.*
- *The child's total failure of memory.*
- *The child's physical or mental disability.*
- *The existence of a privilege involving the child.*
- *The child's incompetency, including the child's inability to communicate about the offense because of fear or a similar reason.*
- *The substantial likelihood, based upon expert opinion testimony, that the child would suffer severe emotional trauma from testifying at the proceeding or by means of a videotaped deposition or closed-circuit television.*

8.3.6.4 Use of videotaped statement of alleged victim as evidence

([§ 63.2-1523 A](#) of the Code of Virginia). *In any civil proceeding involving alleged abuse or neglect of a child pursuant to this chapter or pursuant to [§ 16.1-241](#), [16.1-251](#), [16.1-252](#), [16.1-253](#), [16.1-283](#), or [§ 20-107.2](#) a recording of a statement of the alleged victim of the offense, made prior to the proceeding, may be admissible as evidence, if the requirements of subsection B are met and the court determines that:*

- 1. The alleged victim is 14 years of age or younger at the time the statement is offered into evidence;*
- 2. The recording is both visual and oral, and every person appearing in, and every voice recorded on, the tape is identified;*
- 3. The recording is on videotape or was recorded by other electronic means capable of making an accurate recording;*
- 4. The recording has not been altered;*
- 5. No attorney for any party to the proceeding was present when the statement was made;*
- 6. The person conducting the interview of the alleged victim was authorized to do so by the child-protective services coordinator of the local department;*
- 7. All persons present at the time the statement was taken, including the alleged victim, are present and available to testify or be cross examined at the proceeding when the recording is offered; and*
- 8. The parties or their attorneys were provided with a list of all persons present at the recording and were afforded an opportunity to view the recording at least 10 days prior to the scheduled proceedings.*

An out-of-court statement may be admitted into evidence if a child, 14 years of age or younger at the time of the hearing, testifies at the proceeding, or testifies by means of a videotaped deposition or closed-circuit television, and at the time of such testimony is subject to cross examination concerning the out-of-court statement or the child is found by the court to be unavailable to testify on any of these grounds:

- *The child's death.*
- *The child's absence from the jurisdiction, provided such absence is not for the purpose of preventing the availability of the child to testify.*
- *The child's total failure of memory.*
- *The child's physical or mental disability.*
- *The existence of a privilege involving the child.*
- *The child's incompetency, including the child's inability to communicate about the offense because of fear or a similar reason.*
- *The substantial likelihood, based upon expert opinion testimony, that the child would suffer severe emotional trauma from testifying at the proceeding or by means of a videotaped deposition or closed-circuit television.*

8.3.7 If court orders removal, court must determine who shall have custody of the child

(§ [16.1-252 F1](#) of the Code of Virginia). Prior to the entry of an order pursuant to subsection F of this section transferring temporary custody of the child to a relative or other interested individual, including grandparents, the court shall consider whether the relative or other interested individual is one who (i) is willing and qualified to receive and care for the child; (ii) is willing to have a positive, continuous relationship with the child; and (iii) is willing and has the ability to protect the child from abuse and neglect. The court's order transferring temporary custody to a relative or other interested individual should provide for compliance with any preliminary protective order entered on behalf of the child in accordance with the provisions of § [16.1-253](#); initiation and completion of the investigation as directed by the court and court review of the child's placement required in accordance

with the provisions of [§ 16.1-278.2](#); and, as appropriate, ongoing provision of social services to the child and the temporary custodian.

If the court determines that the child shall be removed pursuant to [§ 16.1-252 E](#), then the court must determine with whom the child shall be placed. The court must place the child in the care and custody of a suitable person. The court must give consideration to placing the child in the care and custody of a nearest kin, including grandparents or personal friend. If such placement is not available, then the court may place the child in the care and custody of a suitable agency.

8.3.7.1 If court orders removal, court may provide for reasonable visitation

([§ 16.1-252 F2](#) of the Code of Virginia). [If the court determines that removal is proper, the court shall] Order that reasonable visitation be allowed between the child and his parents, guardian, legal custodian or other person standing in loco parentis, and between the child and his siblings, if such visitation would not endanger the child's life or health;

If the court finds that the child must be removed pursuant to [§ 16.1-252 E](#), the court shall determine whether reasonable visitation should be allowed between the child and his parents, guardian, legal custodian, or other person standing in loco parentis, and between the child and his siblings. The court may allow reasonable visitation only if such visitation would not endanger the child's life or health.

8.3.7.2 If court orders removal, court shall obtain child support

([§ 16.1-252 F3](#) of the Code of Virginia). [If the court determines that removal is proper, the court shall] Order that the parent or other legally obligated person pay child support pursuant to [§ 16.1-290](#).

If the court finds that the child must be removed pursuant to [§ 16.1-252 E](#), the court shall order that the parent or person legally obligated for the child pay child support.

The court is required by [§ 16.1-290 C](#) to require that the parent or other person legally responsible for the child pay child support.

If a determination is made that the child must be removed from the home, then the LDSS must file a separate petition for child support as soon as practicable. To facilitate the requirement that the court order child support at the initial hearing, it is recommended that the worker request that the petition requesting

removal of the child include a statement that if custody is transferred, the petitioner requests that the court address parental child support as defined in [§ 63.2-909](#).

([§ 16.1-290](#) of the Code of Virginia). C. Whenever a juvenile is placed in foster care by the court, the court shall order and decree that the parents shall pay the Department of Social Services pursuant to [§§ 20-108.1](#), [20-108.2](#), [63.2-909](#), and [63.2-1910](#).

([§ 63.2-909](#) of the Code of Virginia). Pursuant to [§ 16.1-290](#), responsible persons shall pay child support for a child placed in foster care from the date that custody was awarded to the local department of social services. The court order shall state the names of the responsible persons obligated to pay support, and either specify the amount of the support obligation pursuant to [§§ 20-108.1](#) and [20-108.2](#) or indicate that the Division of Child Support Enforcement will establish the amount of the support obligation. In fixing the amount of support, the court or the Division of Child Support Enforcement shall consider the extent to which the payment of support by the responsible person may affect the ability of such responsible person to implement a foster care plan developed pursuant to [§ 16.1-281](#).

8.3.7.3 Court may impose additional requirements or conditions

([§ 16.1-252 F](#) of the Code of Virginia). ...In addition, the court may enter a preliminary protective order pursuant to [§ 16.1-253](#) imposing requirements and conditions as specified in that section which the court deems appropriate for protection of the welfare of the child.

8.3.8 Court shall make finding of abuse or neglect

([§ 16.1-252 G](#) of the Code of Virginia). At the conclusion of the preliminary removal order hearing, the court shall determine whether the allegations of abuse or neglect have been proven by a preponderance of the evidence. Any finding of abuse or neglect shall be stated in the court order...

8.3.8.1 A party may object to the court making a finding of abuse or neglect

([§ 16.1-252 G](#) of the Code of Virginia). ...However, if, before such a finding is made, a person responsible for the care and custody of the child, the child's guardian ad litem or the local department of social services objects to a finding being made at the hearing, the court shall schedule an adjudicatory hearing to be held within thirty days of the date of the initial preliminary removal hearing...

8.3.8.2 Adjudicatory hearing

(§ [16.1-252 G](#) of the Code of Virginia). ...The adjudicatory hearing shall be held to determine whether the allegations of abuse and neglect have been proven by a preponderance of the evidence.

At the adjudicatory hearing, the court shall make a finding of abuse or neglect. It is not necessary to determine the perpetrator of the abuse or neglect in order to make a finding of abuse or neglect.

8.3.8.3 Notification of adjudicatory hearing

(§ [16.1-252 G](#) of the Code of Virginia). ...Parties who are present at the preliminary removal order hearing shall be given notice of the date set for the adjudicatory hearing and parties who are not present shall be summoned as provided in § [16.1-263](#). The hearing shall be held and an order may be entered, although a party to the preliminary removal order hearing fails to appear and is not represented by counsel, provided personal or substituted service was made on the person, or the court determines that such person cannot be found, after reasonable effort, or in the case of a person who is without the Commonwealth, the person cannot be found or his post office address cannot be ascertained after reasonable effort...

8.3.8.4 Any preliminary removal order or protection orders remain in effect pending adjudicatory hearing

(§ [16.1-252 G](#) of the Code of Virginia). ...The preliminary removal order and any preliminary protective order issued shall remain in full force and effect pending the adjudicatory hearing.

If a party raises an objection at the preliminary removal hearing to the court making a finding of abuse or neglect, the court may still issue a preliminary removal order or a preliminary protective order. The preliminary removal order and any preliminary protective order issued shall remain in full force and effect pending the adjudicatory hearing.

8.3.8.5 Dispositional hearing

(§ [16.1-252 H](#) of the Code of Virginia). If the preliminary removal order includes a finding of abuse or neglect and the child is removed from his home or a preliminary protective order is issued, a dispositional hearing shall be held pursuant to § [16.1-278.2](#)...

Regardless of whether the court makes a finding of abuse or neglect at the preliminary removal hearing, the court shall schedule a dispositional hearing pursuant to [§ 16.1-278.2](#).

8.3.8.6 Scheduling the dispositional hearing

([§ 16.1-252 H](#) of the Code of Virginia). ...The dispositional hearing shall be scheduled at the time of the preliminary removal order hearing and shall be held within 60 days of the preliminary removal order hearing. If an adjudicatory hearing is requested pursuant to subsection G, the dispositional hearing shall nonetheless be scheduled at the initial preliminary removal order hearing. All parties present at the preliminary removal order hearing shall be given notice of the date scheduled for the dispositional hearing; parties who are not present shall be summoned to appear as provided in [§ 16.1-263](#).

8.3.9 Person gaining legal custody of child

([§ 16.1-252 I](#) of the Code of Virginia). The local department of social services having legal custody of a child as defined in [§ 16.1-228 i](#) shall not be required to comply with the requirements of this section in order to re-determine where and with whom the child shall live, notwithstanding that the child had been placed with a natural parent.

This section means the presumption that it is in the best interests of the child to remain with his parents or guardians no longer exists, unless the child was placed in the custody of a natural parent. For example, if the LDSS has been given legal custody of a child as defined in [§ 16.1-228](#), then the LDSS will not be required to comply with the requirements of this section in order to re-determine where and with whom the child shall live.⁴ This means that when the LDSS has legal custody of a child, it can move the child from the home of a natural parent and can change the child's placement without having to comply with the preliminary removal statute.

⁴ Virginia Code [§ 16.1-228](#) defines legal custody as meaning “(i) a legal status created by court order which vests in a custodian the right to have physical custody of the child, to determine and redetermine where and with whom he shall live, the right and duty to protect, train and discipline him and to provide him with food, shelter, education and ordinary medical care, all subject to any residual parental rights and responsibilities or (ii) the legal status created by court order of joint custody as defined in [§ 20-107.2](#).”

8.3.10 Violation of order constitutes contempt of court

(§ [16.1-252 J](#) of the Code of Virginia). Violation of any order issued pursuant to this section shall constitute contempt of court.

8.4 Preliminary protective order

([22 VAC 40-705-100 B](#)). A child protective services worker may petition for a preliminary protective order pursuant § [16.1-253](#) of the Code of Virginia.

8.4.1 Purpose of preliminary protective order

(§ [16.1-253 A](#) of the Code of Virginia). Upon the motion of any person or upon the court's own motion, the court may issue a preliminary protective order, after a hearing, if necessary to protect a child's life, health, safety or normal development pending the final determination of any matter before the court...

This order may be requested when it is not necessary to assume custody of the child, but court intervention is necessary. The court may intervene to assure that a child's parent or person responsible for the child's care observe reasonable conditions of behavior in order to preserve the child's life, health and safety, and to maintain the child in his or her own home.

8.4.2 The court's authority

(§ [16.1-253 A](#) of the Code of Virginia). ...The order may require a child's parents, guardian, legal custodian, other person standing in loco parentis or other family or household member of the child to observe reasonable conditions of behavior for a specified length of time...

8.4.2.1 The court may order person to abstain from offensive conduct

(§ [16.1-253 A1](#) of the Code of Virginia). To abstain from offensive conduct against the child, a family or household member of the child or any person to whom custody of the child is awarded;

8.4.2.2 The court may order services

(§ [16.1-253 A2](#) of the Code of Virginia). To cooperate in the provision of reasonable services or programs designed to protect the child's life, health or normal development;

8.4.2.3 The court may order home visits

(§ [16.1-253 A3](#) of the Code of Virginia). To allow persons named by the court to come into the child's home at reasonable times designated by the court to visit the child or inspect the fitness of the home and to determine the physical or emotional health of the child;

8.4.2.4 The court may order visitation with the child

(§ [16.1-253 A4](#) of the Code of Virginia). To allow visitation with the child by persons entitled thereto, as determined by the court;

8.4.2.5 The court may order person to refrain from certain acts

(§ [16.1-253 A5](#) of the Code of Virginia). To refrain from acts of commission or omission which tend to endanger the child's life, health or normal development; or ...

8.4.2.6 The court may order person to have no contact with child or family

(§ [16.1-253 A6](#) of the Code of Virginia). To refrain from such contact with the child or family or household members of the child, as the court may deem appropriate, including removal of such person from the residence of the child. However, prior to the issuance by the court of an order removing such person from the residence of the child, the petitioner must prove by a preponderance of the evidence that such person's probable future conduct would constitute a danger to the life or health of such child, and that there are no less drastic alternatives which could reasonably and adequately protect the child's life or health pending a final determination on the petition.

The court may limit contact between the alleged abusive person and the child and the family or household members of the child. The court can remove a person from the residence. In order to remove a person from the residence, the court must find that a preponderance of the evidence establishes that the person's probable conduct in the future constitutes a danger to the life or health of the child. The court must also find, by a preponderance of the evidence, that there are no less drastic alternatives which could reasonably and adequately protect the child's life or health pending a final determination on the petition.

8.4.3 Requesting a preliminary protective order

(§ [16.1-253 B](#) of the Code of Virginia). A preliminary protective order may be issued ex parte upon motion of any person or the court's own motion in any matter before the court,

or upon petition. The motion or petition shall be supported by an affidavit or by sworn testimony in person before the judge or intake officer which establishes that the child would be subjected to an imminent threat to life or health to the extent that delay for the provision of an adversary hearing would be likely to result in serious or irreparable injury to the child's life or health. If an ex parte order is issued without an affidavit being presented, the court, in its order, shall state the basis upon which the order was entered, including a summary of the allegations made and the court's findings. Following the issuance of an ex parte order the court shall provide an adversary hearing to the affected parties within the shortest practicable time not to exceed five business days after the issuance of the order.

A preliminary protective order can be requested by making a motion during any matter before the court or by filing a petition. The court may issue the preliminary protective order ex parte.

8.4.3.1 Motion or petition must establish imminent threat

Any motion or petition shall be supported by an affidavit or by sworn testimony in person before the judge or intake officer. The testimony or petition must establish that the child would be subjected to an imminent threat to life or health to the extent that any delay would be likely to result in serious or irreparable injury to the child's life or health.

8.4.3.2 Ex parte preliminary protective order

A preliminary protective order may be issued ex parte by the court upon a petition supported by an affidavit or by sworn testimony in person before the judge or intake officer. Ex parte is defined as "Done or made at the insistence and for the benefit of one party only, without notice or argument by, any person adversely interested."⁵ Essentially, an ex parte hearing allows the court to conduct a hearing without the presence of one of the parties because the situation demands immediate action or irreparable harm will likely occur. If an ex parte order is issued without an affidavit being presented, the court must state the basis upon which the order was entered in the order. The preliminary protective order shall also include a summary of the allegations made and the court's findings.

⁵ Black's Law Dictionary 858 (9th ed. 2009).

8.4.3.3 Adversary hearing shall occur within five days of issuance of ex parte order

If a court enters a preliminary protective order ex parte, the court shall provide an adversary hearing within the shortest practicable time **not to exceed five (5) business days** after the issuance of the order.

8.4.4 Notice of hearing shall be given

(§ [16.1-253 C](#) of the Code of Virginia). Prior to the hearing required by this section, notice of the hearing shall be given at least twenty-four hours in advance of the hearing to the guardian ad litem for the child, to the parents, guardian, legal custodian, or other person standing in loco parentis of the child, to any other family or household member of the child to whom the protective order may be directed and to the child if he or she is twelve years of age or older. The notice provided herein shall include (i) the time, date and place for the hearing and (ii) a specific statement of the factual circumstances which allegedly necessitate the issuance of a preliminary protective order.

8.4.5 Right to counsel

(§ [16.1-253 D](#) of the Code of Virginia). All parties to the hearing shall be informed of their right to counsel pursuant to § [16.1-266](#).

Prior to the preliminary protective order hearing by the court of any case involving a parent, guardian, or other adult charged with abuse or neglect of a child or a parent or guardian who could be subjected to the loss of residual parental rights and responsibilities, such parent, guardian, or other adult shall be informed by a judge, clerk, or probation officer of his right to counsel and be given an opportunity to:

- Retain counsel; or
- If the court determines that the parent, guardian, or other adult is indigent or qualified, the court may appoint counsel; or
- Waive the right to representation by an attorney.

8.4.6 Right to present witnesses and cross-examination

(§ [16.1-253 E](#) of the Code of Virginia). At the hearing the child, his or her parents, guardian, legal custodian or other person standing in loco parentis and any other family or household member of the child to whom notice was given shall have the right to confront and cross-examine all adverse witnesses and evidence and to present evidence on their own behalf.

The LDSS may present evidence to establish the need for the protective order to be issued. That evidence may include witnesses, medical reports, or any other evidence relevant to the subject matter. The parties to the proceeding maintain the right to cross-examine all adverse witnesses and evidence and to present evidence on their own behalf.

8.4.7 If the preliminary protective order petition alleges abuse or neglect, then the court shall make finding of abuse or neglect

(§ [16.1-253 F](#) of the Code of Virginia). If a petition alleging abuse or neglect of a child has been filed, at the hearing pursuant to this section the court shall determine whether the allegations of abuse or neglect have been proven by a preponderance of the evidence. Any finding of abuse or neglect shall be stated in the court order. However, if, before such a finding is made, a person responsible for the care and custody of the child, the child's guardian ad litem or the local department of social services objects to a finding being made at the hearing, the court shall schedule an adjudicatory hearing to be held within thirty days of the date of the initial preliminary protective order hearing. The adjudicatory hearing shall be held to determine whether the allegations of abuse and neglect have been proven by a preponderance of the evidence. Parties who are present at the hearing shall be given notice of the date set for the adjudicatory hearing and parties who are not present shall be summoned as provided in § [16.1-263](#). The adjudicatory hearing shall be held and an order may be entered, although a party to the hearing fails to appear and is not represented by counsel, provided personal or substituted service was made on the person, or the court determines that such person cannot be found, after reasonable effort, or in the case of a person who is without the Commonwealth, the person cannot be found or his post office address cannot be ascertained after reasonable effort.

Any preliminary protective order issued shall remain in full force and effect pending the adjudicatory hearing.

If the petition requesting the issuance of a protective order alleges that the child was abused or neglected, then the court shall make a determination whether the child was abused or neglected. The court shall make that finding during the adversary hearing and based upon a preponderance of the evidence. Any finding of abuse shall be stated in the court order.

8.4.7.1 A party may object to the court making a finding of abuse or neglect

At the preliminary protective order hearing, any party (a person responsible for the care and custody of the child, the child's guardian ad litem or the LDSS) may object to the court making a finding of abuse or neglect.

8.4.7.2 If a party objects to the court making a finding of abuse or neglect

If one of the parties objects to the court making a finding of abuse or neglect, then the court shall schedule an adjudicatory hearing to determine whether the allegations of abuse or neglect have merit. The adjudicatory hearing shall be scheduled **within 30 days** of the date of the initial preliminary hearing.

8.4.7.3 Purpose of adjudicatory hearing

The adjudicatory hearing will be held to determine whether the allegations of abuse or neglect have been proven by a preponderance of the evidence.

8.4.7.4 Notice for adjudicatory hearing

The court must provide notice and schedule the adjudicatory hearing during the preliminary removal order hearing while all parties are present. Those parties who are not present for the preliminary removal hearing shall be summoned as provided in [§ 16.1-263](#). Pursuant to [§ 16.1-253 F](#), if proper notice has been provided or attempted and a party fails to appear for the adjudicatory hearing, the court may conduct the hearing and make a finding of abuse or neglect without that party present.

8.4.7.5 Court order carries full force and effect

If the court issued a preliminary protective order, the preliminary protective order remains in effect pending the adjudicatory hearing. An objection to the court making a finding of abuse or neglect does not stay the preliminary protective order.

8.4.8 Dispositional hearing

([§ 16.1-253 G](#) of the Code of Virginia). If at the preliminary protective order hearing held pursuant to this section the court makes a finding of abuse or neglect and a preliminary protective order is issued, a dispositional hearing shall be held pursuant to [§ 16.1-278.2](#). ...The dispositional hearing shall be scheduled at the time of the hearing pursuant to this section, and shall be held within 60 days of this hearing. If an adjudicatory hearing is requested pursuant to subsection F, the dispositional hearing shall nonetheless be scheduled at the hearing pursuant to this section. All parties present at the hearing shall be given notice of the date and time scheduled for the dispositional hearing; parties who are not present shall be summoned to appear as provided in [§ 16.1-263](#).

If there is no objection to the court making a finding of abuse or neglect, then the court should schedule a dispositional hearing to be conducted within 60 days of the date of the initial preliminary hearing.

8.4.8.1 Scheduling and notice for dispositional hearing

Scheduling of the hearing and notice to all parties will be made during the initial preliminary hearing. If an objection to a finding of abuse or neglect is made by a party to the proceeding, then the court shall schedule an adjudicatory hearing to be held **within 30 days** of the initial preliminary hearing.

8.4.9 Preliminary protective order cannot remove custody from parents or guardians

(§ [16.1-253 H](#) of the Code of Virginia). Nothing in this section enables the court to remove a child from the custody of his or her parents, guardian, legal custodian or other person standing in loco parentis, except as provided in § [16.1-278.2](#), and no order hereunder shall be entered against a person over whom the court does not have jurisdiction.

A preliminary protective order cannot be used to remove custody of a child from the child's parents, guardian, legal custodian, or other person standing in loco parentis.

8.4.10 Violation of preliminary protective order constitutes contempt of court

(§ [16.1-253 J](#) of the Code of Virginia). Violation of any order issued pursuant to this section shall constitute contempt of court.

8.5 Petition for child support

([22 VAC 40-705-100 C](#)). Whenever the local department assumes custody of a child under subsection A or B of this section, a child protective services worker shall petition the court for parental child support.

At the initial hearing whenever custody of a child is removed (except in emergency removal order hearings) the court is required to order the parents to pay child support.

- To facilitate the requirement that the court order child support at the initial hearing, it is recommended that the worker include in the petition requesting custody of the child a statement that, if custody is transferred, the petitioner requests the court to address parental child support as defined in Code of Virginia § [63.2-909](#).

- The CPS worker is encouraged to discuss this aspect of the removal process with parents; the worker may wish to discuss the parents' financial status with them to help determine whether the court should be requested to exempt them from a support obligation.

8.6 Immunity from civil or criminal liability

([22 VAC 40-705-100 D](#)). Any person who participates in a judicial proceeding resulting from making a child protective services report or complaint or from taking a child into custody pursuant to §§ [63.2-1509](#), [63.2-1510](#), and [63.2-1517](#) of the Code of Virginia, shall be immune from any civil or criminal liability in connection therewith unless it is proven that such person acted in bad faith or with malicious intent pursuant to § [63.2-1512](#) of the Code of Virginia.

8.7 Appendix A: Preliminary protective orders in cases of family abuse

Code of Virginia sections §§ [16.1-253.1](#) (Preliminary protective orders in cases of family abuse), [16.1-253.4](#) (Emergency protective orders authorized in certain cases), and [16.1-279.1](#) (Protective orders in cases of family abuse) are incorporated into the policy manual for reference. The purpose of these protective orders is specifically to address domestic violence (DV). The LDSS does not have standing to petition a court for the issuance of a protective order pursuant to §§ [16.1-253.1](#), [16.1-253.4](#), and [16.1-279.1](#).

8.7.1 Statutory authority

(§ [16.1-253.1](#) of the Code of Virginia). Preliminary protective orders in cases of family abuse; confidentiality.

A. Upon the filing of a petition alleging that the petitioner is or has been, within a reasonable period of time, subjected to family abuse, the court may issue a preliminary protective order against an allegedly abusing person in order to protect the health and safety of the petitioner or any family or household member of the petitioner. The order may be issued in an ex parte proceeding upon good cause shown when the petition is supported by an affidavit or sworn testimony before the judge or intake officer. Immediate and present danger of family abuse or evidence sufficient to establish probable cause that family abuse has recently occurred shall constitute good cause. Evidence that the petitioner has been subjected to family abuse within a reasonable time and evidence of immediate and present danger of family abuse may be established by a showing that (i) the allegedly abusing person is incarcerated and is to be released from incarceration within 30 days following the petition or has been released from incarceration within 30 days prior to the petition, (ii) the crime for which the allegedly abusing person was convicted and incarcerated involved family abuse against the petitioner, and (iii) the allegedly abusing person has made threatening contact with the petitioner while he was incarcerated, exhibiting a renewed threat to the petitioner of family abuse.

A preliminary protective order may include any one or more of the following conditions to be imposed on the allegedly abusing person:

1. Prohibiting acts of family abuse or criminal offenses that result in injury to person or property.

2. Prohibiting such contacts by the respondent with the petitioner or family or household members of the petitioner as the court deems necessary for the health or safety of such persons.
3. Granting the petitioner possession of the premises occupied by the parties to the exclusion of the allegedly abusing person; however, no such grant of possession shall affect title to any real or personal property.
4. Enjoining the respondent from terminating any necessary utility service to a premises that the petitioner has been granted possession of pursuant to subdivision 3 or, where appropriate, ordering the respondent to restore utility services to such premises.
5. Granting the petitioner temporary possession or use of a motor vehicle owned by the petitioner alone or jointly owned by the parties to the exclusion of the allegedly abusing person; however, no such grant of possession or use shall affect title to the vehicle.
6. Requiring that the allegedly abusing person provide suitable alternative housing for the petitioner and any other family or household member and, where appropriate, requiring the respondent to pay deposits to connect or restore necessary utility services in the alternative housing provided.
7. Granting the petitioner the possession of any companion animal as defined in § [3.2-6500](#) if such petitioner meets the definition of owner in § [3.2-6500](#).
8. Any other relief necessary for the protection of the petitioner and family or household members of the petitioner.

8.7.2 Name of alleged abuser to be entered Into Virginia Criminal Information Network

(§ [16.1-253.1 B](#) of the Code of Virginia). B. The court shall forthwith, but in all cases no later than the end of the business day on which the order was issued, enter and transfer electronically to the Virginia Criminal Information Network the respondent's identifying information and the name, date of birth, sex, and race of each protected person provided to the court. A copy of a preliminary protective order containing any such identifying information shall be forwarded forthwith to the primary law-enforcement agency responsible for service and entry of protective orders. Upon receipt of the order by the primary law-enforcement agency, the agency shall forthwith verify and enter any modification as necessary to the identifying information and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 (§ [52-12](#) et seq.) of

Title 52 and the order shall be served forthwith on the allegedly abusing person in person as provided in [§ 16.1-264](#) and due return made to the court. However, if the order is issued by the circuit court, the clerk of the circuit court shall forthwith forward an attested copy of the order containing the respondent's identifying information and the name, date of birth, sex, and race of each protected person provided to the court to the primary law-enforcement agency providing service and entry of protective orders and upon receipt of the order, the primary law-enforcement agency shall enter the name of the person subject to the order and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 ([§ 52-12](#) et seq.) of Title 52 and the order shall be served forthwith on the allegedly abusing person in person as provided in [§ 16.1-264](#). Upon service, the agency making service shall enter the date and time of service and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network and make due return to the court. The preliminary order shall specify a date for the full hearing. The hearing shall be held within 15 days of the issuance of the preliminary order. If the respondent fails to appear at this hearing because the respondent was not personally served, or if personally served was incarcerated and not transported to the hearing, the court may extend the protective order for a period not to exceed six months. The extended protective order shall be served forthwith on the respondent. However, upon motion of the respondent and for good cause shown, the court may continue the hearing. The preliminary order shall remain in effect until the hearing. Upon request after the order is issued, the clerk shall provide the petitioner with a copy of the order and information regarding the date and time of service. The order shall further specify that either party may at any time file a motion with the court requesting a hearing to dissolve or modify the order. The hearing on the motion shall be given precedence on the docket of the court.

Upon receipt of the return of service or other proof of service pursuant to subsection C of [§ 16.1-264](#), the clerk shall forthwith forward an attested copy of the preliminary protective order to the primary law-enforcement agency, and the agency shall forthwith verify and enter any modification as necessary into the Virginia Criminal Information Network as described above. If the order is later dissolved or modified, a copy of the dissolution or modification order shall also be attested, forwarded forthwith to the primary law-enforcement agency responsible for service and entry of protective orders, and upon receipt of the order by the primary law-enforcement agency, the agency shall forthwith verify and enter any modification as necessary to the identifying information and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network as described above and the order shall be served forthwith and due return made to the court.

8.7.3 Preliminary order effective upon service

(§ [16.1-253.1 C](#) of the Code of Virginia). The preliminary order is effective upon personal service on the allegedly abusing person. Except as otherwise provided in § [16.1-253.2](#), a violation of the order shall constitute contempt of court.

8.7.4 Full hearing on the petition

(§ [16.1-253.1 D](#) of the Code of Virginia). At a full hearing on the petition, the court may issue a protective order pursuant to § [16.1-279.1](#) if the court finds that the petitioner has proven the allegation of family abuse by a preponderance of the evidence.

8.7.5 Use of closed-circuit testimony

(§ [63.2-1521 A](#) of the Code of Virginia). *In any civil proceeding involving alleged abuse or neglect of a child pursuant to this chapter or pursuant to § 16.1-241, 16.1-251, 16.1-252, 16.1-253, 16.1-253.1, 16.1-253.4, 16.1-278.14, 16.1-279.1, 16.1-283, or 20-107.2, the child's attorney or guardian ad litem or, if the child has been committed to the custody of a local department, the attorney for the local department may apply for an order from the court that the testimony of the alleged victim or of a child witness be taken in a room outside the courtroom and be televised by two-way closed-circuit television. The person seeking such order shall apply for the order at least seven days before the trial date.*

8.8 Appendix B: Emergency protective orders (EPO) in cases of family abuse

8.8.1 Statutory authority

(§ [16.1-253.4 A](#) of the Code of Virginia). Emergency protective orders authorized in certain cases; confidentiality.

A. Any judge of a circuit court, general district court, juvenile and domestic relations district court or magistrate may issue a written or oral ex parte emergency protective order pursuant to this section in order to protect the health or safety of any person.

Any judge or magistrate may issue an emergency protective order to protect the health and safety of any person in accordance with § [16.1-253.4](#). The emergency protective order may be issued ex parte, either in writing or orally.

8.8.2 A police officer or the allegedly abused person may petition the court and must testify to the circumstances

(§ [16.1-253.4 B](#) of the Code of Virginia). B. When a law-enforcement officer or an allegedly abused person asserts under oath to a judge or magistrate, and on that assertion or other evidence the judge or magistrate (i) finds that a warrant for a violation of § [18.2-57.2](#) has been issued or issues a warrant for violation of § [18.2-57.2](#) and finds that there is probable danger of further acts of family abuse against a family or household member by the respondent or (ii) finds that reasonable grounds exist to believe that the respondent has committed family abuse and there is probable danger of a further such offense against a family or household member by the respondent, the judge or magistrate shall issue an ex parte emergency protective order, except if the respondent is a minor, an emergency protective order shall not be required, imposing one or more of the following conditions on the respondent:

1. Prohibiting acts of family abuse or criminal offenses that result in injury to person or property;
2. Prohibiting such contacts by the respondent with family or household members of the respondent as the judge or magistrate deems necessary to protect the safety of such persons;
3. Granting the family or household member possession of the premises occupied by the parties to the exclusion of the respondent; however, no such grant of possession shall affect title to any real or personal property; and

4. Granting the petitioner the possession of any companion animal as defined in § [3.2-6500](#) if such petitioner meets the definition of owner in § [3.2-6500](#).

When the judge or magistrate considers the issuance of an emergency protective order pursuant to clause (i) he shall presume that there is probable danger of further acts of family abuse against a family or household member by the respondent unless the presumption is rebutted by the allegedly abused person.

8.8.3 Duration of emergency protective order

(§ [16.1-253.4 C](#) of the Code of Virginia). C. An emergency protective order issued pursuant to this section shall expire at 11:59 p.m. on the third day following issuance. If the expiration occurs on a day that the court is not in session, the emergency protective order shall be extended until 11:59 p.m. on the next day that the juvenile and domestic relations district court is in session. When issuing an emergency protective order under this section, the judge or magistrate shall provide the protected person or the law-enforcement officer seeking the emergency protective order with the form for use in filing petitions pursuant to § [16.1-253.1](#) and written information regarding protective orders that shall include the telephone numbers of domestic violence agencies and legal referral sources on a form prepared by the Supreme Court. If these forms are provided to a law-enforcement officer, the officer may provide these forms to the protected person when giving the emergency protective order to the protected person. The respondent may at any time file a motion with the court requesting a hearing to dissolve or modify the order issued hereunder. The hearing on the motion shall be given precedence on the docket of the court.

8.8.4 Law enforcement may request EPO orally, in person, or by electronic means

(§ [16.1-253.4 D](#) of the Code of Virginia). D. A law-enforcement officer may request an emergency protective order pursuant to this section and, if the person in need of protection is physically or mentally incapable of filing a petition pursuant to § [16.1-253.1](#) or [16.1-279.1](#), may request the extension of an emergency protective order for an additional period of time not to exceed three days after expiration of the original order. The request for an emergency protective order or extension of an order may be made orally, in person or by electronic means, and the judge of a circuit court, general district court, or juvenile and domestic relations district court or a magistrate may issue an oral emergency protective order. An oral emergency protective order issued pursuant to this section shall be reduced to writing, by the law-enforcement officer requesting the order or the magistrate on a preprinted form approved and provided by the Supreme Court of Virginia. The completed form shall include a statement of the grounds for the order asserted by the officer or the allegedly abused person.

8.8.5 Name of alleged abuser to be entered Into Virginia Criminal Information Network

(§ [16.1-253.4 E](#) of the Code of Virginia). E. The court or magistrate shall forthwith, but in all cases no later than the end of the business day on which the order was issued, enter and transfer electronically to the Virginia Criminal Information Network the respondent's identifying information and the name, date of birth, sex, and race of each protected person provided to the court or magistrate. A copy of an emergency protective order issued pursuant to this section containing any such identifying information shall be forwarded forthwith to the primary law-enforcement agency responsible for service and entry of protective orders. Upon receipt of the order by the primary law-enforcement agency, the agency shall forthwith verify and enter any modification as necessary to the identifying information and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 (§ [52-12](#) et seq.) of Title 52 and the order shall be served forthwith upon the respondent and due return made to the court. However, if the order is issued by the circuit court, the clerk of the circuit court shall forthwith forward an attested copy of the order containing the respondent's identifying information and the name, date of birth, sex, and race of each protected person provided to the court to the primary law-enforcement agency providing service and entry of protective orders and upon receipt of the order, the primary law-enforcement agency shall enter the name of the person subject to the order and other appropriate information required by the Department of State Police into the Virginia Criminal Network established and maintained by the Department pursuant to Chapter 2 (§ [52-12](#) et seq.) of Title 52 and the order shall be served forthwith on the respondent. Upon service, the agency making service shall enter the date and time of service and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network and make due return to the court. One copy of the order shall be given to the allegedly abused person when it is issued, and one copy shall be filed with the written report required by subsection D of § [19.2-81.3](#). The judge or magistrate who issues an oral order pursuant to an electronic request by a law-enforcement officer shall verify the written order to determine whether the officer who reduced it to writing accurately transcribed the contents of the oral order. The original copy shall be filed with the clerk of the juvenile and domestic relations district court within five business days of the issuance of the order. If the order is later dissolved or modified, a copy of the dissolution or modification order shall also be attested, forwarded forthwith to the primary law-enforcement agency responsible for service and entry of protective orders, and upon receipt of the order by the primary law-enforcement agency, the agency shall forthwith verify and enter any modification as necessary to the identifying information and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network as described above and the order shall be served forthwith

and due return made to the court. Upon request, the clerk shall provide the allegedly abused person with information regarding the date and time of service.

8.8.6 EPO not affected by fact family left premise to avoid danger

(§ [16.1-253.4 F](#) of the Code of Virginia). F. The availability of an emergency protective order shall not be affected by the fact that the family or household member left the premises to avoid the danger of family abuse by the respondent.

8.8.7 Issuance of EPO not evidence of any wrongdoing

(§ [16.1-253.4 G](#) of the Code of Virginia). G. The issuance of an emergency protective order shall not be considered evidence of any wrongdoing by the respondent.

This code section means that, although the court may have issued an emergency protective order against a person, the court order does not mean the person committed the alleged act. A full hearing on the matter must be conducted to determine whether the alleged act occurred.

8.8.8 Definition of law-enforcement officer

(§ [16.1-253.4 H](#) of the Code of Virginia). H. As used in this section, a "law-enforcement officer" means any (i) full-time or part-time employee of a police department or sheriff's office which is part of or administered by the Commonwealth or any political subdivision thereof and who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic or highway laws of the Commonwealth and (ii) member of an auxiliary police force established pursuant to subsection B of § [15.2-1731](#). Part-time employees are compensated officers who are not full-time employees as defined by the employing police department or sheriff's office.

8.8.9 Definition of copy includes fax

(§ [16.1-253.4 J](#) of the Code of Virginia). As used in this section, "copy" includes a facsimile copy.

8.8.10 Use of closed-circuit testimony

(§ [63.2-1521 A](#) of the Code of Virginia). *In any civil proceeding involving alleged abuse or neglect of a child pursuant to this chapter or pursuant to § 16.1-241, 16.1-251, 16.1-252, 16.1-253, 16.1-253.1, 16.1-253.4, 16.1-278.14, 16.1-279.1, 16.1-283, or 20-107.2, the child's attorney or guardian ad litem or, if the child has been committed to the custody of a local department, the attorney for the local department may apply for an order from the*

court that the testimony of the alleged victim or of a child witness be taken in a room outside the courtroom and be televised by two-way closed-circuit television. The person seeking such order shall apply for the order at least seven days before the trial date.

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8.9 Appendix C: Protective orders in cases of family abuse

8.9.1 Statutory authority

(§ [16.1-279.1 A](#) of the Code of Virginia). Protective order in cases of family abuse.

A. In cases of family abuse, including any case involving an incarcerated or recently incarcerated respondent against whom a preliminary protective order has been issued pursuant to § [16.1-253.1](#), the court may issue a protective order to protect the health and safety of the petitioner and family or household members of the petitioner. A protective order issued under this section may include any one or more of the following conditions to be imposed on the respondent:

1. Prohibiting acts of family abuse or criminal offenses that result in injury to person or property;
2. Prohibiting such contacts by the respondent with the petitioner or family or household members of the petitioner as the court deems necessary for the health or safety of such persons;
3. Granting the petitioner possession of the residence occupied by the parties to the exclusion of the respondent; however, no such grant of possession shall affect title to any real or personal property;
4. Enjoining the respondent from terminating any necessary utility service to the residence to which the petitioner was granted possession pursuant to subdivision 3 or, where appropriate, ordering the respondent to restore utility services to that residence;
5. Granting the petitioner temporary possession or use of a motor vehicle owned by the petitioner alone or jointly owned by the parties to the exclusion of the respondent; however, no such grant of possession or use shall affect title to the vehicle;
6. Requiring that the respondent provide suitable alternative housing for the petitioner and, if appropriate, any other family or household member and where appropriate, requiring the respondent to pay deposits to connect or restore necessary utility services in the alternative housing provided;
7. Ordering the respondent to participate in treatment, counseling or other programs as the court deems appropriate;
8. Granting the petitioner the possession of any companion animal as defined in § [3.2-6500](#) if such petitioner meets the definition of owner in § [3.2-6500](#); and

9. Any other relief necessary for the protection of the petitioner and family or household members of the petitioner, including a provision for temporary custody or visitation of a minor child.

A1. If a protective order is issued pursuant to subsection A of this section, the court may also issue a temporary child support order for the support of any children of the petitioner whom the respondent has a legal obligation to support. Such order shall terminate upon the determination of support pursuant to [§ 20-108.1](#).

8.9.2 Duration of protective order

([§ 16.1-279.1 B](#) of the Code of Virginia). B. The protective order may be issued for a specified period of time up to a maximum of two years. The protective order shall expire at 11:59 p.m. on the last day specified or at 11:59 p.m. on the last day of the two-year period if no date is specified. Prior to the expiration of the protective order, a petitioner may file a written motion requesting a hearing to extend the order. Proceedings to extend a protective order shall be given precedence on the docket of the court. If the petitioner was a member of the respondent's family or household at the time the initial protective order was issued, the court may extend the protective order for a period not longer than two years to protect the health and safety of the petitioner or persons who are family or household members of the petitioner at the time the request for an extension is made. The extension of the protective order shall expire at 11:59 p.m. on the last day specified or at 11:59 p.m. on the last day of the two-year period if no date is specified. Nothing herein shall limit the number of extensions that may be requested or issued.

8.9.3 Name of alleged abuser to be entered Into Virginia Criminal Information Network

([§ 16.1-279.1 C](#) of the Code of Virginia). C. A copy of the protective order shall be served on the respondent and provided to the petitioner as soon as possible. The court shall forthwith, but in all cases no later than the end of the business day on which the order was issued, enter and transfer electronically to the Virginia Criminal Information Network the respondent's identifying information and the name, date of birth, sex, and race of each protected person provided to the court and shall forthwith forward the attested copy of the protective order containing any such identifying information to the primary law-enforcement agency responsible for service and entry of protective orders. Upon receipt of the order by the primary law-enforcement agency, the agency shall forthwith verify and enter any modification as necessary to the identifying information and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 ([§ 52-12](#) et seq.) of Title 52 and the order shall be served forthwith upon the respondent

and due return made to the court. However, if the order is issued by the circuit court, the clerk of the circuit court shall forthwith forward an attested copy of the order containing the respondent's identifying information and the name, date of birth, sex, and race of each protected person provided to the court to the primary law-enforcement agency providing service and entry of protective orders and upon receipt of the order, the primary law-enforcement agency shall enter the name of the person subject to the order and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 (§ [52-12](#) et seq.) of Title 52 and the order shall be served forthwith upon the respondent. Upon service, the agency making service shall enter the date and time of service and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network and make due return to the court. If the order is later dissolved or modified, a copy of the dissolution or modification order shall also be attested, forwarded forthwith to the primary law-enforcement agency responsible for service and entry of protective orders, and upon receipt of the order by the primary law-enforcement agency, the agency shall forthwith verify and enter any modification as necessary to the identifying information and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network as described above and the order shall be served forthwith and due return made to the court.

8.9.4 Violation of court order constitutes contempt of court

(§ [16.1-279.1 D](#) of the Code of Virginia). D. Except as otherwise provided in § [16.1-253.2](#), a violation of a protective order issued under this section shall constitute contempt of court.

8.9.5 Court costs and attorney's fees

(§ [16.1-279.1 E](#) of the Code of Virginia). E. The court may assess costs and attorneys' fees against either party regardless of whether an order of protection has been issued as a result of a full hearing.

8.9.6 Other state court orders given full faith and credit

(§ [16.1-279.1 F](#) of the Code of Virginia). F. Any judgment, order or decree, whether permanent or temporary, issued by a court of appropriate jurisdiction in another state, the United States or any of its territories, possessions or Commonwealths, the District of Columbia or by any tribal court of appropriate jurisdiction for the purpose of preventing violent or threatening acts or harassment against or contact or communication with or physical proximity to another person, including any of the conditions specified in subsection A, shall be accorded full faith and credit and enforced in the Commonwealth as if it were an order of the Commonwealth, provided reasonable notice and opportunity to

be heard were given by the issuing jurisdiction to the person against whom the order is sought to be enforced sufficient to protect such person's due process rights and consistent with federal law. A person entitled to protection under such a foreign order may file the order in any juvenile and domestic relations district court by filing with the court an attested or exemplified copy of the order. Upon such a filing, the clerk shall forthwith forward an attested copy of the order to the primary law-enforcement agency responsible for service and entry of protective orders which shall, upon receipt, enter the name of the person subject to the order and other appropriate information required by the Department of State Police into the Virginia Criminal Information Network established and maintained by the Department pursuant to Chapter 2 (§ 52-12 et seq.) of Title 52. Where practical, the court may transfer information electronically to the Virginia Criminal Information Network.

8.9.7 Either party may request dissolution or modification of protective order

(§ 16.1-279.1 G of the Code of Virginia). G. Either party may at any time file a written motion with the court requesting a hearing to dissolve or modify the order. Proceedings to dissolve or modify a protective order shall be given precedence on the docket of the court.

8.9.8 Copy includes fax

(§ 16.1-279.1 H of the Code of Virginia). H. As used in this section, "copy" includes a facsimile copy.

8.9.9 Use of closed-circuit testimony

(§ 63.2-1521 A of the Code of Virginia). *In any civil proceeding involving alleged abuse or neglect of a child pursuant to this chapter or pursuant to § 16.1-241, 16.1-251, 16.1-252, 16.1-253, 16.1-253.1, 16.1-253.4, 16.1-278.14, 16.1-279.1, 16.1-283, or 20-107.2, the child's attorney or guardian ad litem or, if the child has been committed to the custody of a local department, the attorney for the local department may apply for an order from the court that the testimony of the alleged victim or of a child witness be taken in a room outside the courtroom and be televised by two-way closed-circuit television. The person seeking such order shall apply for the order at least seven days before the trial date.*

8.10 Appendix D: Guidelines for State Courts and Agencies in Indian Child Welfare Custody Proceedings

The following information is taken from the [“Guidelines for State Courts and Agencies in Indian Child Custody Proceedings”](#) published 2-25-2015 by the Indian Affairs Bureau.

GENERAL PROVISIONS:

8.10.1 What is the purpose of these guidelines?

These guidelines clarify the minimum Federal standards and best practices governing the implementation of the Indian Child Welfare Act (ICWA) to ensure that ICWA is applied in all states consistent with the Act's express language, Congress' intent in enacting the statute and the canon of construction that statutes enacted for the benefit of Indians are to be liberally construed to their benefit. In order to fully implement ICWA, these guidelines should be applied in all proceedings and stages of a proceeding in which the Act becomes applicable.

8.10.2 What terms do I need to know?

- **Active efforts** are intended primarily to maintain and reunite an Indian child with his or her family or tribal community and constitute more than reasonable efforts as required by Title IV-E of the Social Security Act ([42 U.S.C. 671\(a\)\(15\)](#)). Active efforts include, for example:
 - Engaging the Indian child, the Indian child's parents, the Indian child's extended family members, and the Indian child's custodian(s);
 - Taking steps necessary to keep siblings together;
 - Identifying appropriate services and helping the parents to overcome barriers, including actively assisting the parents in obtaining such services;
 - Identifying, notifying, and inviting representatives of the Indian child's tribe to participate;
 - Conducting or causing to be conducted a diligent search for the Indian child's extended family members for assistance and possible placement;
 - Taking into account the Indian child's tribe's prevailing social and cultural conditions and way of life, and requesting the assistance of representatives

designated by the Indian child's tribe with substantial knowledge of the prevailing social and cultural standards;

- Offering and employing all available and culturally appropriate family preservation strategies;
- Completing a comprehensive assessment of the circumstances of the Indian child's family, with a focus on safe reunification as the most desirable goal;
- Notifying and consulting with extended family members of the Indian child to provide family structure and support for the Indian child, to assure cultural connections, and to serve as placement resources for the Indian child;
- Making arrangements to provide family interaction in the most natural setting that can ensure the Indian child's safety during any necessary removal;
- Identifying community resources including housing, financial, transportation, mental health, substance abuse, and peer support services and actively assisting the Indian child's parents or extended family in utilizing and accessing those resources;
- Monitoring progress and participation in services;
- Providing consideration of alternative ways of addressing the needs of the Indian child's parents and extended family, if services do not exist or if existing services are not available;
- Supporting regular visits and trial home visits of the Indian child during any period of removal, consistent with the need to ensure the safety of the child; and
- Providing post-reunification services and monitoring.

“Active efforts” are separate and distinct from requirements of the Adoption and Safe Families Act(ASFA), [42 U.S.C. 1305](#). ASFA's exceptions to reunification efforts do not apply to ICWA proceedings.

- **Agency** means a private State-licensed agency or public agency and their employees, agents or officials involved in and/or seeking to place a child in a child custody proceeding.
- **Child custody** proceeding means and includes any proceeding or action that involves:

- Foster care placement, which is any action removing an Indian child from his or her parent or Indian custodian for temporary placement in a foster home or institution or the home of a guardian or conservator where the parent or Indian custodian cannot have the child returned upon demand, although parental rights have not been terminated;
 - Termination of parental rights, which is any action resulting in the termination of the parent-child relationship;
 - Pre-adoptive placement, which is the temporary placement of an Indian child in a foster home or institution after the termination of parental rights, but prior to or in lieu of adoptive placement; or
 - Adoptive placement, which is the permanent placement of an Indian child for adoption, including any action resulting in a final decree of adoption.
- **Continued custody** means physical and/or legal custody that a parent already has or had at any point in the past. The biological mother of a child has had custody of a child.
 - **Custody** means physical and/or legal custody under any applicable tribal law or tribal custom or State law. A party may demonstrate the existence of custody by looking to tribal law or tribal custom or State law.
 - **Domicile** means:
 - For a parent or any person over the age of eighteen, physical presence in a place and intent to remain there;
 - For an Indian child, the domicile of the Indian child's parents. In the case of an Indian child whose parents are not married to each other, the domicile of the Indian child's mother. Under the principle for determining the domicile of an Indian child, it is entirely logical that “[o]n occasion, a child's domicile of origin will be in a place where the child has never been.” Holyfield, 490 U.S. at 48. Holyfield notes that tribal jurisdiction under [25 U.S.C. 1911\(a\)](#) was not meant to be defeated by the actions of individual members of the tribe, because Congress was concerned not solely about the interests of Indian children and families, but also about the impact of large numbers of Indian children adopted by non-Indians on the tribes themselves. Id. at 49.
 - **Extended family member** is defined by the law or custom of the Indian child's tribe or, in the absence of such law or custom, is a person who has reached the age of eighteen and who is the Indian child's grandparent, aunt or uncle,

brother or sister, brother-in-law or sister-in-law, niece or nephew, first or second cousin, or stepparent.

- **Imminent physical damage or harm** means present or impending risk of serious bodily injury or death that will result in severe harm if safety intervention does not occur.
- **Indian** means any person who is a member of an Indian tribe, or who is an Alaska Native and a member of a Regional Corporation as defined in 43 CFR part 1606.
- **Indian child** means any unmarried person who is under age eighteen and is either: (1) a member of an Indian tribe; or (2) eligible for membership in an Indian tribe and the biological child of a member of an Indian tribe.
- **Indian child's tribe** means: (1) the Indian tribe in which an Indian child is a member or eligible for membership; or (2) in the case of an Indian child who is a member of or eligible for membership in more than one tribe, the Indian tribe with which the Indian child has more significant contacts.
- **Indian Child Welfare Act (ICWA) or Act** means [25 U.S.C. 1901](#) et seq.
- **Indian custodian** means any person who has legal custody of an Indian child under tribal law or custom or under State law, whichever is more favorable to the rights of the parent, or to whom temporary physical care, custody, and control has been transferred by the parent of such child.
- **Indian organization** means any group, association, partnership, corporation, or other legal entity owned or controlled by Indians or a tribe, or a majority of whose members are Indians.
- **Indian tribe** means any Indian tribe, band, nation, or other organized group or community of Indians recognized as eligible for the services provided to Indians by the Secretary because of their status as Indians, including any Alaska Native village as defined in [43 U.S.C. 1602\(c\)](#).
- **Parent** means any biological parent or parents of an Indian child or any Indian person who has lawfully adopted an Indian child, including adoptions under tribal law or custom. It does not include an unwed father where paternity has

not been acknowledged or established. To qualify as a parent, an unwed father need only take reasonable steps to establish or acknowledge paternity. Such steps may include acknowledging paternity in the action at issue or establishing paternity through DNA testing.

- **Reservation** means Indian country as defined in [18 U.S.C 1151](#), including any lands, title to which is held by the United States in trust for the benefit of any Indian tribe or individual or held by any Indian tribe or individual subject to a restriction by the United States against alienation.
- **Secretary** means the Secretary of the Interior or the Secretary's authorized representative acting under delegated authority.
- **Status offenses** mean offenses that would not be considered criminal if committed by an adult; they are acts prohibited only because of a person's status as a minor (e.g., truancy, incorrigibility).
- **Tribal court** means a court with jurisdiction over child custody proceedings, including a Court of Indian Offenses, a court established and operated under the code or custom of an Indian tribe, or any other administrative body of a tribe vested with authority over child custody proceedings.
- **Upon demand** means that the parent or Indian custodians can regain custody simply upon request, without any contingencies such as repaying the child's expenses.
- **Voluntary placement** means a placement that either parent has, of his or her free will, chosen for the Indian child, including private adoptions.

8.10.3 When does ICWA apply?

ICWA applies whenever an Indian child is the subject of a State child custody proceeding as defined by the Act. ICWA also applies to proceedings involving status offenses or juvenile delinquency proceedings if any part of those proceedings results in the need for placement of the child in a foster care, pre-adoptive or adoptive placement, or termination of parental rights.

There is no exception to application of ICWA based on the so-called "existing Indian family doctrine." Thus, the following non-exhaustive list of factors should not be considered in determining whether ICWA is applicable: the extent to which the parent

or Indian child participates in or observes tribal customs, votes in tribal elections or otherwise participates in tribal community affairs, contributes to tribal or Indian charities, subscribes to tribal newsletters or other periodicals of special interest in Indians, participates in Indian religious, social, cultural, or political events, or maintains social contacts with other members of the tribe; the relationship between the Indian child and his/her Indian parents; the extent of current ties either parent has to the tribe; whether the Indian parent ever had custody of the child; and the level of involvement of the tribe in the State court proceedings.

Agencies and State courts, in every child custody proceeding, must ask whether the child is or could be an Indian child and conduct an investigation into whether the child is an Indian child. Even in those cases in which the child is not removed from the home, such as when an agency opens an investigation or the court orders the family to engage in services to keep the child in the home as part of a diversion, differential, alternative response or other program, agencies and courts should follow the verification and notice provisions of these guidelines. Providing notice allows tribes to intervene as early as possible in a child custody proceeding and provides an opportunity for the tribe to bring resources to bear to assist the family in preventing a breakup of the family.

If there is any reason to believe the child is an Indian child, the agency and State court must treat the child as an Indian child, unless and until it is determined that the child is not a member or is not eligible for membership in an Indian tribe.

ICWA and these guidelines or any associated Federal guidelines do not apply to:

- Tribal court proceedings;
- Placements based upon an act by the Indian child which, if committed by an adult, would be deemed a criminal offense; or
- An award, in a divorce proceeding, of custody of the Indian child to one of the parents.

Voluntary placements that do not operate to prohibit the child's parent or Indian custodian from regaining custody of the child upon demand are not covered by the Act.

- Such placements should be made pursuant to a written agreement, and the agreement should state explicitly the right of the parent or Indian custodian to regain custody of the child upon demand.

- Nevertheless, it is a best practice to follow the procedures in these guidelines to determine whether a child is an Indian child and to notify the tribe.

Voluntary placements in which a parent consents to a foster care placement or seeks to permanently terminate his or her rights or to place the child in a pre-adoptive or adoptive placement are covered by the Act.

8.10.4 How do I contact a tribe under these guidelines?

To contact a tribe to provide notice or obtain information or verification under these Guidelines, you should direct the notice or inquiry as follows:

- Many tribes designate an agent for receipt of ICWA notices. The Bureau of Indian Affairs publishes a list of tribes' designated tribal agents for service of ICWA notice in the Federal Register each year and makes the list available on its Web site at www.bia.gov.
- For tribes without a designated tribal agent for service of ICWA notice, contact the tribe(s) to be directed to the appropriate individual or office.
- If you do not have accurate contact information for the tribe(s) or the tribe(s) contacted fail(s) to respond to written inquiries, you may seek assistance in contacting the Indian tribe(s) from the Bureau of Indian Affairs' Regional Office and/or Central Office in Washington DC (see www.bia.gov).

8.10.5 How do these guidelines interact with state laws?

These guidelines provide minimum Federal standards and best practices to ensure compliance with ICWA and should be applied in all child custody proceedings in which the Act applies.

In any child custody proceeding where applicable State or other Federal law provides a higher standard of protection to the rights of the parent or Indian custodian than the protection accorded under the Act, ICWA requires that the State court must apply the higher standard.

PRETRIAL REQUIREMENTS:

8.10.6 When does the requirement for active efforts begin?

The requirement to engage in “active efforts” begins from the moment the possibility arises that an agency case or investigation may result in the need for the Indian child

to be placed outside the custody of either parent or Indian custodian in order to prevent removal.

Active efforts to prevent removal of the child must be conducted while investigating whether the child is a member of the tribe, is eligible for membership in the tribe, or whether a biological parent of the child is or is not a member of a tribe.

8.10.7 What actions must an agency and State court undertake in order to determine whether a child is an Indian child?

Agencies must ask whether there is reason to believe a child that is subject to a child custody proceeding is an Indian child. If there is reason to believe that the child is an Indian child, the agency must obtain verification, in writing, from all tribes in which it is believed that the child is a member or eligible for membership, as to whether the child is an Indian child.

State courts must ask, as a threshold question at the start of any State court child custody proceeding, whether there is reason to believe the child who is the subject of the proceeding is an Indian child by asking each party to the case, including the guardian ad litem and the agency representative, to certify on the record whether they have discovered or know of any information that suggests or indicates the child is an Indian child.

- In requiring this certification, the court may require the agency to provide:
 - Genograms or ancestry charts for both parents, including all names known (maiden, married and former names or aliases); current and former addresses of the child's parents, maternal and paternal grandparents and great grandparents or Indian custodians; birthdates; places of birth and death; tribal affiliation including all known Indian ancestry for individuals listed on the charts, and/or other identifying information; and/or
 - The addresses for the domicile and residence of the child, his or her parents, or the Indian custodian and whether either parent or Indian custodian is domiciled on or a resident of an Indian reservation or in a predominantly Indian community.
- If there is reason to believe the child is an Indian child, the court must confirm that the agency used active efforts to work with all tribes of which the child may be a member to verify whether the child is in fact a member or eligible for membership in any tribe, under 1st paragraph in this section.

An agency or court has reason to believe that a child involved in a child custody proceeding is an Indian child if:

- Any party to the proceeding, Indian tribe, Indian organization or public or private agency informs the agency or court that the child is an Indian child;
- Any agency involved in child protection services or family support has discovered information suggesting that the child is an Indian child;
- The child who is the subject of the proceeding gives the agency or court reason to believe he or she is an Indian child;
- The domicile or residence of the child, parents, or the Indian custodian is known by the agency or court to be, or is shown to be, on an Indian reservation or in a predominantly Indian community; or
- An employee of the agency or officer of the court involved in the proceeding has knowledge that the child may be an Indian child.

In seeking verification of the child's status, in a voluntary placement proceeding where a consenting parent evidences a desire for anonymity, the agency or court must keep relevant documents confidential and under seal. A request for anonymity does not relieve the obligation to obtain verification from the tribe(s) or to provide notice.

8.10.8 Who makes the determination as to whether a child is a member of a tribe?

Only the Indian tribe(s) of which it is believed a biological parent or the child is a member or eligible for membership may make the determination whether the child is a member of the tribe(s), is eligible for membership in the tribe(s), or whether a biological parent of the child is a member of the tribe(s).

The determination by a tribe of whether a child is a member, is eligible for membership, or whether a biological parent is or is not a member of that tribe, is solely within the jurisdiction and authority of the tribe.

No other entity or person may authoritatively make the determination of whether a child is a member of the tribe or is eligible for membership in the tribe.

- There is no requirement that the child maintain a certain degree of contacts with the tribe or for a certain blood quantum or degree of Indian blood.

- A tribe need not formally enroll its members for a child to be a member or eligible for membership. In some tribes, formal enrollment is not required for tribal membership. Some tribes do not have written rolls and others have rolls that list only persons that were members as of a certain date. See *United States v. Broncheau*, 597 F.2d 1260, 1263 (9th Cir. 1979). The only relevant factor is whether the tribe verifies that the child is a member or eligible for membership.

The State court may not substitute its own determination regarding a child's membership or eligibility for membership in a tribe or tribes.

8.10.9 What is the procedure for determining an Indian child's tribe when the child is a member or eligible for membership in more than one tribe?

Agencies are required to notify all tribes, of which the child may be a member or eligible for membership, that the child is involved in a child custody proceeding. The notice should specify the other tribe or tribes of which the child may be a member or eligible for membership.

If the Indian child is a member or eligible for membership in only one tribe, that tribe should be designated as the Indian child's tribe.

If an Indian child is a member or eligible for membership in more than one tribe, ICWA requires that the Indian tribe with which the Indian child has the more significant contacts be designated as the Indian child's tribe.

- In determining significant contacts, the following may be considered:
 - Preference of the parents for membership of the child;
 - Length of past domicile or residence on or near the reservation of each tribe;
 - Tribal membership of custodial parent or Indian custodian; and
 - Interest asserted by each tribe in response to the notice that the child is involved in a child custody proceeding;

When an Indian child is already a member of a tribe, but is also eligible for membership in another tribe, deference should be given to the tribe in which the Indian child is a member, unless otherwise agreed to by the tribes. However, if the Indian child is not a member of any tribe, an opportunity should be provided to allow the tribes to determine which of them should be designated as the Indian child's tribe.

- If the tribes are able to reach an agreement, the agreed upon tribe should be designated as the Indian child's tribe.
- If the tribes do not agree, the following factors should be considered in designating the Indian child's tribe:
 - The preference of the parents or extended family members who are likely to become foster care or adoptive placements; and/or
 - Tribal membership of custodial parent or Indian custodian; and/or
 - If applicable, length of past domicile or residence on or near the reservation of each tribe; and/or
 - Whether there has been a previous adjudication with respect to the child by a court of one of the tribes; and/or
 - Self-identification by the child; and/or
 - Availability of placements.
- In the event the child is eligible for membership in a tribe but is not yet a member of any tribe, the agency should take the steps necessary to obtain membership for the child in the tribe that is designated as the Indian child's tribe.
 - Once an Indian tribe is designated as the child's Indian tribe, all tribes which received notice of the child custody proceeding must be notified in writing of the determination and a copy of that document must be filed with the court and sent to each party to the proceeding and to each person or governmental agency that received notice of the proceeding.
 - A determination of the Indian child's tribe for purposes of ICWA and these guidelines does not constitute a determination for any other purpose or situation.

The tribe designated as the Indian child's tribe may authorize another tribe to act as a representative for the tribe in a child custody case, including, for example, having the representative tribe perform home studies or expert witness services for the Indian child's tribe.

8.10.10 When must a State court dismiss an action?

Subject to above (emergency procedures), the following limitations on a State court's jurisdiction apply:

- The court must dismiss any child custody proceeding as soon as the court determines that it lacks jurisdiction.
- The court must make a determination of the residence and domicile of the Indian child. If either the residence or domicile is on a reservation where the tribe exercises exclusive jurisdiction over child custody proceedings, the State court must dismiss the State court proceedings, the agency must notify the tribe of the dismissal based on the tribe's exclusive jurisdiction, and the agency must transmit all available information regarding the Indian child custody proceeding to the tribal court.
- If the Indian child has been domiciled or previously resided on an Indian reservation, the State court must contact the tribal court to determine whether the child is a ward of the tribal court. If the child is a ward of a tribal court, the State court must dismiss the State court proceedings, the agency must notify the tribe of the dismissal, and the agency must transmit all available information regarding the Indian child custody proceeding to the tribal court.

8.10.11 What are the notice requirements for a child custody proceeding involving an Indian child?

When an agency or court knows or has reason to know that the subject of an involuntary child custody proceeding is an Indian child, the agency or court must send notice of each such proceeding (including but not limited to a temporary custody hearing, any removal or foster care placement, any adoptive placement, or any termination of parental or custodial rights) by registered mail with return receipt requested to:

- Each tribe where the child may be a member or eligible for membership;
- The child's parents; and
- If applicable, the Indian custodian.

Notice may be sent via personal service or electronically in addition to the methods required by the Act, but such alternative methods do not replace the requirement for notice to be sent by registered mail with return receipt requested.

Notice must be in clear and understandable language and include the following:

- Name of the child, the child's birthdate and birthplace;

- Name of each Indian tribe(s) in which the child is a member or may be eligible for membership;
- A copy of the petition, complaint or other document by which the proceeding was initiated;
- Statements setting out:
 - The name of the petitioner and name and address of petitioner's attorney;
 - The right of the parent or Indian custodian to intervene in the proceedings.
 - The Indian tribe's right to intervene at any time in a State court proceeding for the foster care placement of or termination of a parental right.
 - If the Indian parent(s) or, if applicable, Indian custodian(s) is unable to afford counsel based on a determination of indigency by the court, counsel will be appointed to represent the parent or Indian custodian where authorized by State law.
 - The right to be granted, upon request, a specific amount of additional time (up to 20 additional days) to prepare for the proceedings due to circumstances of the particular case.
 - The right to petition the court for transfer of the proceeding to tribal court under [25 U.S.C. 1911](#), absent objection by either parent: Provided, that such transfer is subject to declination by the tribal court.
 - The mailing addresses and telephone numbers of the court and information related to all parties to the proceeding and individuals notified under this section.
 - The potential legal consequences of the proceedings on the future custodial and parental rights of the Indian parents or Indian custodians.

In order to assist the Indian tribe(s) in making a determination regarding whether the child is a member or eligible for membership, the agency or court should include additional information in the notice, such as:

- Genograms or ancestry charts for both parents, including all names known (maiden, married and former names or aliases); current and former addresses of the child's parents, maternal and paternal grandparents and great grandparents or Indian custodians; birthdates; places of birth and death; tribal affiliation including all known Indian ancestry for individuals listed on the charts, and/or other identifying information; and/or

- The addresses for the domicile and residence of the child, his or her parents, or the Indian custodian and whether either parent or Indian custodian is domiciled on or a resident of an Indian reservation or in a predominantly Indian community.
- In the event that a parent has requested anonymity, the agency and court must take steps to keep information related to the parent confidential and sealed from disclosure.

If the identity or location of the Indian parents, Indian custodians or tribes in which the Indian child is a member or eligible for membership cannot be ascertained, but there is reason to believe the child is an Indian child, notice of the child custody proceeding must be sent to the appropriate Bureau of Indian Affairs Regional Director (see www.bia.gov). To establish tribal identity, as much information as is known regarding the child's direct lineal ancestors should be provided (see section B.6.(c) of these guidelines regarding notice requirements). The Bureau of Indian Affairs will not make a determination of tribal membership, but may, in some instances, be able to identify tribes to contact.

Because child custody proceedings are usually conducted on a confidential basis, information contained in the notice should be kept confidential to the extent possible.

The original or a copy of each notice sent under this section should be filed with the court together with any return receipts or other proof of service.

If a parent or Indian custodian appears in court without an attorney, the court must inform him or her of the right to appointed counsel, the right to request that the proceeding be transferred to tribal court, the right to object to such transfer, the right to request additional time to prepare for the proceeding and the right (if the parent or Indian custodian is not already a party) to intervene in the proceedings.

If the court or an agency has reason to believe that a parent or Indian custodian possesses limited English proficiency and is therefore not likely to understand the contents of the notice, the court or agency must, at no cost, provide a translated version of the notice or have the notice read and explained in a language that the parent or Indian custodian understands. To secure such translation or interpretation support, a court or agency should contact the Indian child's tribe or the local BIA agency for assistance in locating and obtaining the name of a qualified translator or interpreter.

In voluntary proceedings, notice should also be sent in accordance with this section because the Indian tribe might have exclusive jurisdiction and/or the right to intervene. Further, notice to and involvement of the Indian tribe in the early stages of the proceedings aids the agency and court in satisfying their obligations to determine whether the child is an Indian child and in complying with [25 U.S.C. 1915](#).

If the child is transferred interstate, regardless of whether the Interstate Compact on the Placement of Children (ICPC) applies, both the originating State court and receiving State court must provide notice to the tribe(s) and seek to verify whether the child is an Indian child.

The notice requirement includes providing responses to requests for additional information, where available, in the event that a tribe indicates that such information is necessary to determine whether a child is an Indian child.

8.10.12 What time limits and extensions apply?

No hearings regarding decisions for the foster care or termination of parental rights may begin until the waiting periods to which the parents or Indian custodians and to which the Indian child's tribe are entitled have passed. Additional extensions of time may also be granted beyond the minimum required by the Act.

A tribe, parent or Indian custodian entitled to notice of the pendency of a child custody proceeding has a right, upon request, to be granted an additional 20 days from the date upon which notice was received in accordance with [25 U.S.C. 1912\(a\)](#) to prepare for participation in the proceeding.

The proceeding may not begin until all of the following dates have passed:

- 10 days after each parent or Indian custodian (or Secretary where the parent or Indian custodian is unknown to the petitioner) has received notice in accordance with [25 U.S.C. 1912\(a\)](#);
- 10 days after the Indian child's tribe (or the Secretary if the Indian child's tribe is unknown to the party seeking placement) has received notice in accordance with [25 U.S.C. 1912\(a\)](#);
- 30 days after the parent or Indian custodian has received notice in accordance with [25 U.S.C. 1912\(a\)](#), if the parent or Indian custodian has requested an additional 20 days to prepare for the proceeding; and

- 30 days after the Indian child's tribe has received notice in accordance with [25 U.S.C. 1912\(a\)](#), if the Indian child's tribe has requested an additional 20 days to prepare for the proceeding.

The court should allow, if it possesses the capability, alternative methods of participation in State court proceedings by family members and tribes, such as participation by telephone, videoconferencing, or other methods.

8.10.13 What is the process for the emergency removal of an Indian child?

The emergency removal and emergency placement of an Indian child in a foster home or institution under applicable State law is allowed only as necessary to prevent imminent physical damage or harm to the child. This requirement applies to all Indian children regardless of whether they are domiciled or reside on a reservation. This does not, however, authorize a State to remove a child from a reservation where a tribe exercises exclusive jurisdiction.

Any emergency removal or emergency placement of any Indian child under State law must be as short as possible. Each involved agency or court must:

- Diligently investigate and document whether the removal or placement is proper and continues to be necessary to prevent imminent physical damage or harm to the child;
- Promptly hold a hearing to hear evidence and evaluate whether the removal or placement continues to be necessary whenever new information is received or assertions are made that the emergency situation has ended; and
- Immediately terminate the emergency removal or placement once the court possesses sufficient evidence to determine that the emergency has ended.

If the agency that conducts an emergency removal of a child whom the agency knows or has reason to know is an Indian child, the agency must:

- Treat the child as an Indian child until the court determines that the child is not an Indian child;
- Conduct active efforts to prevent the breakup of the Indian family as early as possible, including, if possible, before removal of the child;
- Immediately take and document all practical steps to confirm whether the child is an Indian child and to verify the Indian child's tribe;

- Immediately notify the child's parents or Indian custodians and Indian tribe of the removal of the child;
- Take all practical steps to notify the child's parents or Indian custodians and Indian tribe about any hearings regarding the emergency removal or emergency placement of the child; and
- Maintain records that detail the steps taken to provide any required notifications under section B.6 of these guidelines.

A petition for a court order authorizing emergency removal or continued emergency physical custody must be accompanied by an affidavit containing the following information:

- The name, age and last known address of the Indian child;
- The name and address of the child's parents and Indian custodians, if any;
- If such persons are unknown, a detailed explanation of what efforts have been made to locate them, including notice to the appropriate Bureau of Indian Affairs Regional Director (see www.bia.gov);
- Facts necessary to determine the residence and the domicile of the Indian child;
- If either the residence or domicile is believed to be on an Indian reservation, the name of the reservation;
- The tribal affiliation of the child and of the parents and/or Indian custodians;
- A specific and detailed account of the circumstances that led the agency responsible for the emergency removal of the child to take that action;
- If the child is believed to reside or be domiciled on a reservation where the tribe exercises exclusive jurisdiction over child custody matters, a statement of efforts that have been made and are being made to transfer the child to the tribe's jurisdiction;
- A statement of the specific active efforts that have been taken to assist the parents or Indian custodians so the child may safely be returned to their custody; and

- A statement of the imminent physical damage or harm expected and any evidence that the removal or emergency custody continues to be necessary to prevent such imminent physical damage or harm to the child.

At any court hearing regarding the emergency removal or emergency placement of an Indian child, the court must determine whether the removal or placement is no longer necessary to prevent imminent physical damage or harm to the child. The court should accept and evaluate all information relevant to the agency's determination provided by the child, the child's parents, the child's Indian custodians, the child's tribe or any participants in the hearing.

Temporary emergency custody should not be continued for more than 30 days. Temporary emergency custody may be continued for more than 30 days only if:

- A hearing, noticed in accordance with these guidelines, is held and results in a determination by the court, supported by clear and convincing evidence and the testimony of at least one qualified expert witness, that custody of the child by the parent or Indian custodian is likely to result in imminent physical damage or harm to the child; or
- Extraordinary circumstances exist.

The emergency removal or placement must terminate as soon as the imminent physical damage or harm to the child which resulted in the emergency removal or placement no longer exists, or, if applicable, as soon as the tribe exercises jurisdiction over the case, whichever is earlier.

Once an agency or court has terminated the emergency removal or placement, it must expeditiously:

- Return the child to the parent or Indian custodian within one business day; or
- Transfer the child to the jurisdiction of the appropriate Indian tribe if the child is a ward of a tribal court or a resident of or domiciled on a reservation; or
- Initiate a child custody proceeding subject to the provisions of the Act and these guidelines.

The court should allow, if it possesses the capability, alternative methods of participation in State court proceedings by family members and tribes, such as participation by telephone, videoconferencing, or other methods.

8.10.14 What are the procedures for determining improper removal?

If, in the course of any Indian child custody proceeding, any party asserts or the court has reason to believe that the Indian child may have been improperly removed from the custody of his or her parent or Indian custodian, or that the Indian child has been improperly retained, such as after a visit or other temporary relinquishment of custody, the court must immediately stay the proceeding until a determination can be made on the question of improper removal or retention, and such determination must be conducted expeditiously.

If the court finds that the Indian child was improperly removed or retained, the court must terminate the proceeding and the child must be returned immediately to his or her parents or Indian custodian, unless returning the child to his parent or custodian would subject the child to imminent physical damage or harm.

8.10.15 Who may serve as an expert witness?

A qualified expert witness should have specific knowledge of the Indian tribe's culture and customs.

Persons with the following characteristics, in descending order, are presumed to meet the requirements for a qualified expert witness:

- A member of the Indian child's tribe who is recognized by the tribal community as knowledgeable in tribal customs as they pertain to family organization and childrearing practices.
- A member of another tribe who is recognized to be a qualified expert witness by the Indian child's tribe based on their knowledge of the delivery of child and family services to Indians and the Indian child's tribe.
- A layperson who is recognized by the Indian child's tribe as having substantial experience in the delivery of child and family services to Indians, and knowledge of prevailing social and cultural standards and childrearing practices within the Indian child's tribe.
- A professional person having substantial education and experience in the area of his or her specialty who can demonstrate knowledge of the prevailing social and cultural standards and childrearing practices within the Indian child's tribe.

The court or any party may request the assistance of the Indian child's tribe or the Bureau of Indian Affairs agency serving the Indian child's tribe in locating persons qualified to serve as expert witnesses.

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CONFIDENTIALITY

TABLE OF CONTENTS

9.1	Introduction	3
9.2	Mandatory release of information	4
9.2.1	Report Information to Commonwealth’s Attorney and law enforcement.....	4
9.2.1.1	Complaints or reports that LDSS shall report to Commonwealth’s Attorney and law enforcement	4
9.2.1.2	Information to be provided to Commonwealth’s Attorney and law enforcement	5
9.2.1.3	Complaints or reports involving violent sexual offenders that LDSS shall report to Commonwealth’s Attorney	5
9.2.2	Report information to regional medical examiner’s office.....	6
9.2.3	Court mandated disclosure.....	6
9.2.4	Release of certain information to the complainant	6
9.2.5	Release of information to military Family Advocacy Program	7
9.2.6	Release information to Department of Child Support Enforcement.....	7
9.2.7	Provide information to citizen review panels	7
9.2.7.1	Children’s Justice Act/Court Appointed Special Advocate Advisory Committee (CJA/CASA).....	8
9.2.7.2	The Child Abuse and Neglect Committee of the Family and Children's Trust Fund (FACT).....	8
9.2.7.3	State Child Fatality Review Team.....	8
9.2.8	Release information to Court Appointed Special Advocate.....	8
9.2.9	Release information to guardian ad litem	9
9.3	Discretionary release of information.....	9
9.3.1	Burden on LDSS to ensure the proper release of information.....	9
9.3.2	Identity of complainant and collaterals to remain confidential	10

9.4	Virginia Freedom of Information Act	11
9.4.1	LDSS shall make an initial response to the individual within five days	11
9.4.2	Requesting party shall specify what information is requested	11
9.4.3	Initial response by LDSS may vary	12
9.4.4	LDSS may petition the court for additional time to respond	12
9.4.5	LDSS may charge a fee	12
9.4.6	Requesting information that does not exist	13
9.4.7	LDSS shall take action upon request	13
9.4.8	Exceptions to release of information	13
9.5	Government Data Collection and Dissemination Practices Act	14
9.5.1	General provisions for collecting confidential data	14
9.5.2	The rights of the data subjects	14
9.5.3	Minimum conditions of disclosure	15
9.5.4	Requesting party may seek representative	15
9.5.5	Exception to Government Data Collection and Dissemination Practices Act	15
9.6	Release information to the alleged abuser or neglector	15
9.6.1	Alleged abuser or neglector is entitled to information about himself	15
9.6.2	Alleged abuser or neglector may review medical and psychological information about himself	16
9.6.3	No special provisions for the release of information to parent, guardian, or caretaker of the alleged victim child	16
9.6.4	Reasonable time to edit record for release	16
9.6.5	LDSS must respond to request with reasonable promptness	17
9.6.6	Alleged abuser or neglector may designate representative	17
9.6.7	Criminal investigation/prosecution suspends access to records	17
9.6.8	Release of information when founded disposition is appealed	17
	9.6.8.1 Appellant shall be informed of procedures for making information available and withholding information	18
	9.6.8.2 Appellant's access to CPS record is stayed during criminal proceeding or investigation	18
9.7	Release information to legitimate interests	19
9.7.1	Authority to release information when disclosure is not mandated	19
9.7.2	Definition of legitimate interest	19
9.7.3	Identify parties with legitimate interest	20

9

CONFIDENTIALITY

9.1 Introduction

It is the policy of the Commonwealth to promote ready access to records in the custody of public officials and free entry to meetings of public bodies wherein the business of the Commonwealth is being conducted. The purpose for promoting open disclosure of the activities of state government is to foster an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. To ensure the open disclosure of public documents, the Virginia Freedom of Information Act (FOIA) provides for the release of information that is not protected by Federal law, Code of Virginia or Virginia Administrative Code (VAC) provisions for maintaining confidentiality.¹

In performing its statutory duties, such as conducting an investigation of a report of alleged child abuse or maintaining the central registry, the Department (VDSS) and the local department of social services (LDSS) will collect and maintain personal information about an individual. Having recognized that the extensive collection, maintenance, use and dissemination of personal information directly affect an individual's rights concerning privacy, the Code of Virginia authorizes the release of certain information under the Government Data Collection and Dissemination Practices Act.² The Virginia FOIA (Code of Virginia [§ 2.2-3700](#) et seq.) provides a person access to records in the custody of public officials. The provisions of the Virginia FOIA and the Government Data Collection and Dissemination Practices Act apply to the VDSS and to the LDSS.

When the LDSS receives a request for information, the LDSS must determine whether the information requested is confidential and must be protected, or whether the information requested should be released under the Virginia FOIA, the Government Data Collection and Dissemination Practices Act or VAC provision. Given the sensitive nature of a CPS investigation, the LDSS must ensure that the release of information does not violate any Federal law, Code of Virginia, or VAC provisions.

¹ The Virginia Freedom of Information Act provides the statutory authority for the release of information between public agencies and the public. Please see Code of Virginia [§ 2.2-3700 B](#).

² Code of Virginia [§ 2.2-3800 B and C](#).

In all instances of requests for release of information, LDSS are strongly encouraged to seek legal advice and counsel prior to responding to a request the release of information under the Virginia Freedom of Information Act, the Government Data Collection and Dissemination Practices Act, or any other Code of Virginia provision.

9.2 Mandatory release of information

The Code of Virginia and the VAC mandate the release of information to specific parties under certain circumstances:

([22 VAC 40-705-160 A](#)). In the following instances of mandatory disclosure the local department shall release child protective services information. The local department may do so without any written release.

9.2.1 Report Information to Commonwealth's Attorney and law enforcement

Code of Virginia § [63.2-1503 D](#) requires the LDSS to report certain cases of abuse and neglect to the local Commonwealth's Attorney and to law enforcement.

([22 VAC 40-705-160 A1](#)). Report to attorney for the Commonwealth and law enforcement pursuant to § [63.2-1503 D](#) of the Code of Virginia.

9.2.1.1 Complaints or reports that LDSS shall report to Commonwealth's Attorney and law enforcement

The LDSS shall contact the local attorney for the Commonwealth and law enforcement when a report or complaint is received alleging abuse or neglect involving:

- The death of a child;
- An injury or threatened injury to the child in which a felony or Class 1 misdemeanor is also suspected;
- Any sexual abuse, suspected sexual abuse or other sexual offense involving a child, including the use or display of the child in sexually explicit visual material, as defined in § [18.2-374.1](#);
- Any abduction of a child;
- Any felony or Class 1 misdemeanor drug offense involving a child; or
- Contributing to the delinquency of a minor in violation of § [18.2-371](#).

9.2.1.2 Information to be provided to Commonwealth's Attorney and law enforcement

The LDSS shall provide the local attorney for the Commonwealth and the local law enforcement agency with records of any complaints of abuse or neglect involving the victim or the alleged perpetrator.

The LDSS cannot allow reports of the death of the victim from other local agencies to substitute for direct reports to the attorney for the Commonwealth and the local law-enforcement agency.

The LDSS shall make available all information upon which the report is based including the name of the complainant and the records of any complaint of abuse or neglect involving the victim or the alleged perpetrator.

9.2.1.3 Complaints or reports involving violent sexual offenders that LDSS shall report to Commonwealth's Attorney

(§ 63.2-1503 D). The local department shall notify the local attorney for the Commonwealth of all complaints of suspected child abuse or neglect involving the child's being left alone in the same dwelling with a person to whom the child is not related by blood or marriage and who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902, immediately, but in no case more than two hours of receipt of the complaint, and shall provide the attorney for the Commonwealth with records and information of the local department that would help determine whether a violation of post-release conditions, probation, parole, or court order has occurred due to the nonrelative sexual offender's contact with the child.

All complaints or reports involving a child being left alone in the same dwelling with a violent sexual offender who is not related to the child by blood or marriage must be reported to the local attorney for the Commonwealth immediately but not longer than two (2) hours of receipt of the complaint or report.

The LDSS shall provide records and information to the local attorney for the Commonwealth that would help determine whether a violation of post-release conditions, probation, parole, or court order has occurred due to the nonrelative sexual offender's contact with the child.

The LDSS must document the date and time of notification to the local attorney for the Commonwealth in the child welfare information system. This notification should be documented on the referral acceptance screen and in the referral as an Interview and Interaction (I and I). The LDSS may use the Notification to Law Enforcement form which has been updated to include complaints and reports

involving violent sexual offenders. The form is located in [Section 3, Appendix C](#) and is also available on the public [VDSS website](#) under forms.

9.2.2 Report information to regional medical examiner's office

Code of Virginia § [63.2-1503 E](#) requires the LDSS to report certain cases of abuse and neglect to the regional medical examiner's office. The VAC restates that requirement.

([22 VAC 40-705-160 A2](#)). Report to the regional medical examiner's office pursuant to § [63.2-1503 E](#) of the Code of Virginia.

The LDSS should also advise the regional medical examiner's office if the report or complaint was accepted and if an investigation will be conducted.

9.2.3 Court mandated disclosure

The LDSS cannot disregard a court order for the release of information. If the LDSS believes the disclosure is inappropriate, it may contest the request for information through legal counsel. If, after hearing the LDSS's arguments to maintain the confidentiality of the Child Protective Services (CPS) information, the court still orders the information to be released, the LDSS shall comply. LDSS are encouraged to seek advice from the agency's legal counsel in these matters.

9.2.4 Release of certain information to the complainant

([22 VAC 40-705-140 D](#)). Complainant.

1. When an unfounded disposition is made, the child protective services worker shall notify the complainant, when known, in writing that the complaint was investigated and determined to be unfounded. The worker shall file a copy in the case record.
2. When a founded disposition is made, the child protective services worker shall notify the complainant, when known, in writing that the complaint was investigated and necessary action was taken. The local worker shall file a copy in the case record.
3. When a family assessment is completed, the child protective services worker shall notify the complainant, when known, that the complaint was assessed and necessary action taken.

Generally, the information released to the complainant pertains to whether the complaint or report was unfounded or the LDSS took necessary action. Disclosing information to a complainant is limited to the procedures for notification of the disposition required by the VAC and this guidance manual, except as may otherwise apply under required or discretionary disclosure in this section.

9.2.5 Release of information to military Family Advocacy Program

([§ 63.2-1503 N](#) of the Code of Virginia) Notwithstanding any other provision of law, the local department, in accordance with Board regulations, shall transmit information regarding reports, complaints, family assessments, and investigations involving children of active duty members of the United States Armed Forces or members of their household to family advocacy representatives of the United States Armed Forces.

Effective July 1, 2017, all reports involving a dependent child of an active duty military member or a member of his household shall be reported to the Military Family Advocacy Program. This includes invalid complaints or reports, founded and unfounded investigations and family assessments.

The VAC defines Family Advocacy Program representative:

([22 VAC 40-705-10](#)). "Family Advocacy Program representative" means the professional employed by the United States Armed Forces who has responsibility for the program designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up and reporting of family violence, pursuant to [22 VAC 40-705-140](#).

The VAC also provides the LDSS with the authority to release information, when appropriate, to a representative of the Family Advocacy Program when it is in the best interest of the child.

([22 VAC 40-705-140 E](#)). 4. When needed by the Family Advocacy Program representative to facilitate treatment and service provision to the military family, any other additional information not prohibited from being released by state or federal law or regulation shall also be provided to the Family Advocacy Program representative when the local department determines such release to be in the best interest of the child.

9.2.6 Release information to Department of Child Support Enforcement

([22 VAC 40-705-160 A9](#)). Child protective services shall, on request by the Division of Child Support Enforcement, supply information pursuant to [§ 63.2-103](#) of the Code of Virginia.

9.2.7 Provide information to citizen review panels

The Child Abuse Prevention and Treatment Act (CAPTA), as amended (42 USC § 5101 et seq.), requires case-specific information about child abuse and neglect reports and investigations be disclosed to citizen review panels, when requested. The VAC addresses the CAPTA requirement:

([22 VAC 40-705-160 A5](#)). Pursuant to the Child Abuse Prevention and Treatment Act, as amended (42 USC § 5101 et seq.), and federal regulations (45 CFR § 1340), the local

department shall provide case-specific information about child abuse and neglect reports and investigations to citizen review panels when requested.

CAPTA §106(b)(2)(v)(iii) requires the establishment of not less than three (3) citizen review panels. Any release of information to citizen review panels shall be in accordance with the confidentiality provisions of this chapter. §§ [63.2-104](#) and [63.2-105](#) of the Code of Virginia provide the foundation for the disclosure of findings or information about a case of child abuse or neglect.

9.2.7.1 Children's Justice Act/Court Appointed Special Advocate Advisory Committee (CJA/CASA)

The major purpose of the advisory committee to the Court Appointed Special Advocate (CASA) Program is to advise the Criminal Justice Board on all matters relating to the CASA Program and the needs of clients served by the program. The fifteen members are knowledgeable of court matters, child welfare, and juvenile justice issues and representatives of state and local interests.

9.2.7.2 The Child Abuse and Neglect Committee of the Family and Children's Trust Fund (FACT)

Code of Virginia § [63.2-2100](#) establishes the [Family and Children's Trust Fund \(FACT\)](#) which was created as a public-private partnership to address family violence through improved prevention and treatment efforts and increased public awareness. FACT is overseen by a Board of Trustees who are appointed by the Governor and meets at least quarterly. FACT raises and distributes funds that support local community programs and statewide public awareness projects, and through its Child Abuse and Neglect Committee they advise the VDSS, Board of Social Services, and the Governor on matters concerning programs for the treatment and prevention of abused and neglected children and their families.

9.2.7.3 State Child Fatality Review Team

Code of Virginia § [32.1-283.1](#) establishes the State Child Fatality Review Team to develop and implement procedures to ensure that child deaths occurring in Virginia are analyzed in a systematic way (see [Section 11 Child Deaths](#)).

9.2.8 Release information to Court Appointed Special Advocate

([22 VAC 40-705-160 A10](#)). The local department shall release child protective services information to a court appointed special advocate pursuant to § [9.1-156 A](#) of the Code of Virginia.

Code of Virginia § [9.1-151](#) establishes the CASA Program administered by the Department of Criminal Justice Services. The program provides services to children who are subjects of judicial proceedings involving allegations that the child is abused,

neglected, in need of services or in need of supervision. Code of Virginia [§ 9.1-156](#) provides that, upon presentation by a court appointed special advocate of the order of his appointment and upon specific court order, the LDSS shall permit the advocate to inspect and copy any records relating to the child involved in the court case.

9.2.9 Release information to guardian ad litem

([22 VAC 40-705-160 A11](#)). The local department shall release child protective services information to a court appointed guardian ad litem pursuant to [§ 16.1-266 G](#) of the Code of Virginia.

Code of Virginia [§ 16.1-266](#) provides that a guardian ad litem shall be appointed by a court before the commencement of any court proceeding involving a child who is alleged to be abused or neglected. One of the purposes of appointing a guardian ad litem is to obtain first-hand, a clear understanding of the situation and needs of the child. Upon presentation by a guardian ad litem of the court order of his appointment and upon specific court order, the LDSS shall permit the guardian ad litem to inspect and copy any records relating to the child involved in the court case.

9.3 Discretionary release of information

In some instances, disclosure of information in a CPS case record by the LDSS will be mandated. In other instances, disclosure of certain information will be prohibited or limited.

This section addresses the discretionary release of information from a CPS case record by the LDSS. Code of Virginia [§§ 63.2-104](#) and [63.2-105](#) provide the statutory framework for collecting and maintaining information gathered during a CPS investigation and related proceedings and for the release of such information and to whom it may be released.

In all instances of requests for release of information, LDSS are strongly encouraged to seek legal advice and counsel prior to responding to the request.

When an LDSS exercises its discretion to release confidential information to any person who meets one or more of the criteria set forth, the LDSS shall be presumed to have exercised its discretion in a reasonable and lawful manner as noted in Code of Virginia [§ 63.2-105](#).

9.3.1 Burden on LDSS to ensure the proper release of information

Any time the LDSS does release information contained in a CPS investigative record, the LDSS must ensure that the release of information is proper and consistent with Federal law, the Code of Virginia, and the VAC. The VAC emphasizes the need for the LDSS to ensure the confidentiality of the information gathered during a CPS investigation and the proper release of any confidential information.

([22 VAC 40-705-160 C](#)). Prior to disclosing information to any of the individuals or organizations, and to be consistent with [§ 63.2-105](#) of the Code of Virginia, the local department must consider the factors described in subdivisions 1, 2, and 3 of this subsection as some of the factors necessary to determine whether a person has legitimate interest and the disclosure of information is in the best interest of the child:

1. The information will be used only for the purpose for which it is made available;
2. Such purpose shall be related to the goal of child protective or rehabilitative services; and
3. The confidential character of the information will be preserved to the greatest extent possible.

When a question arises concerning whether certain information contained in a CPS investigative record should be released, the LDSS should consult the local city or county attorney.

9.3.2 Identity of complainant and collaterals to remain confidential

([22 VAC 40-705-160 D](#)). In the following instances, the local department shall not release child protective services information:

1. The local department shall not release the identity of persons reporting incidents of child abuse or neglect, unless court ordered or as required under [§ 63.2-1503 D](#) of the Code of Virginia, in accordance with [§ 63.2-1526](#) of the Code of Virginia, 42 USC § 5101 et seq., and federal regulations (45 CFR Part 1340).

([22VAC 40-705-160 B](#)). The local department may use discretion in disclosing or releasing child protective services case record information, investigative and on-going services to parties having a legitimate interest when the local department deems disclosure to be in the best interest of the child. The local department may disclose such information without a court order and without a written release pursuant to [§ 63.2-105](#) of the Code of Virginia.

Federal and state regulations specify that the identity of persons reporting suspected incidents of child abuse or neglect should be protected. However, [§ 63.2-1503 D](#) of the Code of Virginia provides that the LDSS shall provide the attorney for the Commonwealth and the local law enforcement agency with the information and records of the local department related to the investigation of the complaint, including records related to any complaints of abuse or neglect involving the victim or the alleged perpetrator, and information or records pertaining to the identity of the person who reported the complaint of abuse or neglect. Therefore, the identity of persons reporting suspected incidents of child abuse or neglect is not protected from disclosure in joint investigations involving the attorney for the Commonwealth and the local law enforcement agency. The LDSS shall disclose the identity of persons reporting

suspected incidents of child abuse or neglect to the attorney for the Commonwealth and the local law enforcement agency.

Other circumstances may arise where the name of the complainant must be disclosed. This might include court proceedings where the information provided by the complainant is necessary for a full disclosure of the child's situation. Neither state law nor federal regulations provide for confidentiality of the identity of persons providing information on a child abuse and neglect case through collateral contact by the worker. Therefore, individuals making complaints or providing information through collateral contacts should be informed that the LDSS will maintain the information confidential to the greatest extent possible, but cannot guarantee its confidentiality.

Section [63.2-1514](#) of the Code of Virginia provides that the subject of an unfounded investigation may petition the circuit court to obtain the identity of the complainant if the person believes the complaint was malicious or made in bad faith. The circuit court may order the release of this information.

9.4 Virginia Freedom of Information Act

Code of Virginia [§ 2.2-3700](#) (Virginia FOIA) requires that official records held by public agencies are to be open to inspection. Any individual may exercise his or her Virginia FOIA rights to see public information in the custody of any public agency. It provides procedures for requesting records and responding to those requests. It also provides exceptions to providing certain information to individuals who make requests pursuant to the Code of Virginia.

The provisions of Code of Virginia [§ 2.2-3700](#) et seq. apply to the VDSS and the LDSS. Except as otherwise specifically provided by law, all official records shall be open to inspection and copying by any citizen of the Commonwealth during the regular office hours of the custodian of such records. This is a summary of these provisions. For additional information on FOIA, see the [VDSS public website](#).

In all instances of requests for release of information, LDSS are strongly encouraged to seek legal advice and counsel prior to responding to the request.

9.4.1 LDSS shall make an initial response to the individual within five days

When a request for the release of information under the Virginia FOIA is made, the LDSS shall make an initial response to the individual requesting the information **within five (5) working days** after the receipt of the request.

9.4.2 Requesting party shall specify what information is requested

The requesting party shall designate the requested records with reasonable specificity. The requesting party does not need to specify that the release is to be in

accordance with the Virginia FOIA to invoke the provisions of Code of Virginia § [2.2-3700](#) et seq. and the time limits for response by the LDSS.

9.4.3 Initial response by LDSS may vary

The LDSS shall respond to the request for the release of information in one of the following methods:

- The requested records shall be provided to the requesting citizen.
- If the LDSS determines that an exemption applies to all of the requested records, the LDSS may refuse to release such records. The LDSS shall provide to the requesting party a written explanation as to why the records are not available; making specific reference to the applicable Code of Virginia sections that make the requested records exempt.
- If the LDSS determines that an exemption applies to a portion of the requested records, the LDSS may redact that portion of the records that should remain confidential. The LDSS shall disclose the remainder of the requested records and provide to the requesting party a written explanation as to why certain portions of the record are not available to the requesting party, making specific reference to the applicable Code of Virginia sections making that portion of the requested records exempt. Any reasonably segregatable portion of an official record shall be provided to any person requesting the record after the deletion of the exempt portion.
- If the LDSS determines that it is practically impossible to provide the requested records or to determine whether they are available within the five-work-day period, the LDSS shall inform the requesting party. The LDSS shall have an additional **seven (7) working days** in which to provide one of the three (3) preceding responses.

9.4.4 LDSS may petition the court for additional time to respond

The LDSS may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records and a response by the LDSS within the time required by the Code of Virginia will prevent the LDSS from meeting its operational responsibilities. Before filing this petition, however, the LDSS shall make reasonable efforts to reach an agreement with the requesting party concerning the production of the records requested.

9.4.5 LDSS may charge a fee

The LDSS may make reasonable charges for the copying, search time, and computer time expended in providing the requested information.

9.4.6 Requesting information that does not exist

The LDSS is not required to create or prepare a particular requested record if it does not already exist. The LDSS may, but is not required to, abstract or summarize information from official records or convert an official record available in one form into another form at the request of the citizen. The LDSS shall make reasonable efforts to reach an agreement with the requesting party concerning the production of the records requested.

9.4.7 LDSS shall take action upon request

Failure to make any response to a request for records constitutes a violation of Code of Virginia § [2.2-3700](#) et seq. and will be deemed a denial of the request.

9.4.8 Exceptions to release of information

The Code of Virginia § [2.2-3700](#) et seq. provides exceptions from the provisions of the Virginia FOIA, but may be disclosed by the LDSS at the LDSS's discretion, except where such disclosure is prohibited by law. For the exceptions to the Virginia FOIA specific to social services, see Code of Virginia § [2.2-3705.5](#).

The VAC states:

([22VAC40-705-160 D](#)). In the following instances, the local department shall not release child protective services information:

1. The local department shall not release the identity of persons reporting incidents of child abuse or neglect, unless court ordered or as required under § [63.2-1503 D](#) of the Code of Virginia, in accordance with § [63.2-1526](#) of the Code of Virginia, 42 USC § 5101 et seq., and federal regulations (45 CFR Part 1340).
2. In all complaints or reports that are being investigated jointly with law enforcement, no information shall be released by the local department prior to the conclusion of the criminal investigation unless authorized by the law enforcement officer or his supervisor or the attorney for the Commonwealth pursuant to § [63.2-1516.1 B](#) of the Code of Virginia.

In all complaints or reports that are being investigated jointly with law enforcement, no information shall be released by the LDSS unless authorized by the law enforcement officer, their supervisor or the local Commonwealth Attorney.

In all instances of exceptions to release of information, LDSS are strongly encouraged to seek legal advice and counsel prior to responding to the request.

9.5 Government Data Collection and Dissemination Practices Act

(§ [2.2-3806.3](#) of the Code of Virginia). Upon request and proper identification of any data subject, or of his authorized agent, grant the data subject or agent the right to inspect, in a form comprehensible to him:

- a. All personal information about that data subject except as provided in subdivision 1 of § [2.2-3705.1](#), subdivision 1 of § [2.2-3705.4](#), and subdivision 1 of § [2.2-3705.5](#).
- b. The nature of the sources of the information.
- c. The names of recipients, other than those with regular access authority, of personal information about the data subject including the identity of all persons and organizations involved and their relationship to the system when not having regular access authority, except that if the recipient has obtained the information as part of an ongoing criminal investigation such that disclosure of the investigation would jeopardize law-enforcement action, then no disclosure of such access shall be made to the data subject.

9.5.1 General provisions for collecting confidential data

The LDSS shall adhere to the following principles of information practice to ensure safeguards for personal privacy:

- There shall be no personal information system whose existence is secret.
- Information shall not be collected unless the need for it has been clearly established in advance.
- Information shall be appropriate and relevant to the purpose for which it has been collected.
- Information cannot be obtained by fraudulent or unfair means.
- Information shall be accurate and current.

9.5.2 The rights of the data subjects

Upon request and proper identification of any data subject, or of his authorized agent, the LDSS shall grant such subject or agent the right to inspect, in a form comprehensible to such individual or agent:

- All personal information about that data subject except as provided in Code of Virginia §§ [2.2-3705.1](#), [2.2-3705.4](#), and [2.2-3705.5](#).
- The nature of the sources of the information.

- The names of recipients, other than those with regular access authority, of personal information about the data subject including the identity of all persons and organizations involved and their relationship to the system when not having regular access authority, except that if the recipient has obtained the information as part of an ongoing criminal investigation such that disclosure of the investigation would jeopardize law-enforcement action, then no disclosure of such access shall be made to the data subject.

9.5.3 Minimum conditions of disclosure

The LDSS shall comply with the following minimum conditions of disclosure:

- The LDSS shall make disclosures to data subjects required under this chapter, during normal business hours.
- The disclosures to data subjects required under this chapter shall be made (i) in person, if he appears in person and furnishes proper identification, or (ii) by mail, if he has made a written request, with proper identification. Copies of the documents containing the personal information sought by a data subject shall be furnished to him or his representative at reasonable standard charges for document search and duplication.

9.5.4 Requesting party may seek representative

The data subject seeking the release of personal information shall be permitted to be accompanied by a person or persons of his choosing, who shall furnish reasonable identification. The LDSS may require the data subject to furnish a written statement granting permission to the organization to discuss the individual's file in such person's presence.

9.5.5 Exception to Government Data Collection and Dissemination Practices Act

The provisions of Code of Virginia § [2.2-3800](#) et seq. are not applicable to personal information systems maintained by LDSS regarding alleged cases of child abuse or neglect while such cases are also subject to an ongoing criminal prosecution. For additional exceptions to disclosing personal information pursuant to the Government Data Collection and Dissemination Practices Act, see Code of Virginia § [2.2-3802](#).

9.6 Release information to the alleged abuser or neglector

9.6.1 Alleged abuser or neglector is entitled to information about himself

The alleged abuser or neglector maintains the right to access information about himself, including the right to examine a copy of the child welfare information system form subject to the restrictions in this guidance manual. The VAC states:

([22 VAC 40-705-160 A3](#)). Any individual, including an individual against whom allegations of child abuse or neglect were made, may exercise his rights under the Government Data Collection and Dissemination Practices Act (§ [2.2-3800](#) et seq. of the Code of Virginia) to access personal information related to himself that is contained in the case record, including, with the individual's notarized consent, a search of the Central Registry.

9.6.2 Alleged abuser or neglector may review medical and psychological information about himself

The alleged abuser or neglector maintains the right to see medical and psychological information about himself. However, if the treating doctor attached a statement to the medical or psychological information that the alleged abuser's or neglector's access to the information could be harmful to the alleged abuser's or neglector's physical or mental health or well-being as specified in the Code of Virginia [§ 32.1-127.1:03 F](#), the LDSS may withhold access. Otherwise, medical and psychological information must be released on request.

9.6.3 No special provisions for the release of information to parent, guardian, or caretaker of the alleged victim child

The Government Data Collection and Dissemination Practices Act of Virginia does not specifically address a parent's or guardian's right to see the personal information in the record about the child.

If the parent or guardian, whether custodial or non-custodial, requests personal information about the child and the LDSS believes that the release of the information would be contrary to the child's best interest, then the LDSS may deny that request.

If the LDSS believes the release of information would be in the child's best interest, such information may be released with the exception of medical or psychological information to which the treating physician attached a statement that the client's access to the information could be harmful to the client's physical or mental health or well-being. The parent should be referred to the source for access to this information.

The parent, caretaker, or guardian is entitled to access to any personal information about himself that is contained in the CPS record pursuant to the Government Data Collection and Dissemination Practices Act.

9.6.4 Reasonable time to edit record for release

When the alleged abuser or neglector requests information, the VAC provides the LDSS reasonable time to redact or edit the information needing to be protected. The VAC provides:

([22 VAC 40-705-160 A4](#)). When the material requested includes personal information about other individuals, the local department shall be afforded a reasonable time in which to redact those parts of the record relating to other individuals.

The LDSS must ensure that the alleged abuser or neglecter is only provided access to that portion of the record concerning him with safeguards taken to assure the privacy rights of the other persons mentioned in the case record including protecting the name of the complainant.

9.6.5 LDSS must respond to request with reasonable promptness

When the alleged abuser or neglecter makes a request, pursuant to the Government Data Collection and Dissemination Practices Act, to see his personal information in the case record, the LDSS must respond to this request with reasonable promptness. However, the Virginia FOIA and the Government Data Collection and Dissemination Practices Act contain exceptions. Not all information can be released to the individual making the request.

9.6.6 Alleged abuser or neglecter may designate representative

The right to access information may be exercised directly by the individual or by any representative of his choice designated by him in writing.

9.6.7 Criminal investigation/prosecution suspends access to records

Code of Virginia [§ 2.2-3802.7](#) establishes that during a criminal investigation, the alleged abuser's or neglecter's right to access the records of a CPS investigation is suspended. The VAC reflects the statutory intent:

([22 VAC 40-705-160 A7](#)). An individual's right to access to information under the Government Data Collection and Dissemination Practices Act is stayed during criminal prosecution pursuant to [§ 63.2-1526 C](#) of the Code of Virginia.

The provisions for releasing information of a CPS investigation, pursuant to the Government Data Collection and Dissemination Practices Act, are suspended when there is a criminal investigation involving the same case.

Pursuant to [§ 63.2-1516.1 B](#) of the Code of Virginia, in all complaints or reports that are being investigated jointly with law enforcement, no information shall be released by the LDSS unless authorized by the law enforcement officer, their supervisor or the local Commonwealth Attorney.

9.6.8 Release of information when founded disposition is appealed

Prior to the LDSS rendering a disposition, the LDSS may only release confidential information to the alleged abuser or neglecter pursuant to the Government Data

Collection and Dissemination Practices Act and consistent with the Code of Virginia and VAC.

The Code of Virginia provides for greater disclosure of the CPS record after the LDSS renders a disposition. Code of Virginia [§ 63.2-1526](#) specifies an alleged abuser's access to the CPS record. If the LDSS has information in its record that has been used in making the founded disposition, the alleged abuser has the right to access that information on appeal. The exceptions are as follows:

- The identity of the person making the complaint.
- Any information which may harm a child.
- The identity of collateral witnesses, when disclosure may endanger his life or safety.
- The identity of any other person, when disclosure may endanger his safety.
- Information prohibited from disclosure by state and federal law.

In general, if the victim's medical records were used in making the founded determination, then the alleged abuser is entitled to see that information.

It is up to the LDSS to use good judgment in deciding what should be released and what should be withheld. The LDSS must be able to adequately defend its decision when challenged. This issue underscores the need for LDSS to consult with legal counsel when records have been requested.

9.6.8.1 Appellant shall be informed of procedures for making information available and withholding information

The appellant has the right to be informed of the procedure by which information will be made available or withheld. If information is withheld, the appellant shall be advised of the general nature of such information, the reason the information is being withheld, and the appellant's right to petition the juvenile and domestic relations court, or family court, to enforce any request for information which has been denied.

9.6.8.2 Appellant's access to CPS record is stayed during criminal proceeding or investigation

The Code of Virginia [§ 63.2-1526 C](#) stays (i.e., suspends) the appellant's right to access the LDSS record during the administrative appeal process whenever a criminal charge involving the same appellant for the same conduct involving the same victim is proceeding. The Code of Virginia [§ 63.2-1526 C](#) also stays (i.e., suspends) the appellant's right to access the LDSS record during the

administrative appeal process whenever a criminal investigation is filed or commenced against the appellant for the same conduct involving the same victim as investigated by the local department until the criminal investigation is closed or 180 days have passed since the appellant's request for an appeal, whichever occurs first.

9.7 Release information to legitimate interests

If an LDSS receives a request for information about a CPS case, and release of that information is not mandated or prohibited by Federal law, the Code of Virginia, or the VAC, then release of that information is at the discretion of the LDSS. All records and statistical registries of the LDSS and of the local boards, including child protective service records, are confidential. Code of Virginia §§ [63.2-104](#) and [63.2-105](#) provide access to a person with a legitimate interest when access is in the best interest of the child.

In all instances of requests for release of information, LDSS are strongly encouraged to seek legal advice and counsel prior to responding to the request.

9.7.1 Authority to release information when disclosure is not mandated

The VAC summarizes the authority to release information to persons when that release is not mandated.

[\(22 VAC 40-705-160 B\)](#). The local department may use discretion in disclosing or releasing child protective services case record information, investigative and on-going services to parties having a legitimate interest when the local department deems disclosure to be in the best interest of the child. The local department may disclose such information without a court order and without a written release pursuant to § [63.2-105](#) of the Code of Virginia.

Each request for or act of disclosure must be individually evaluated. Evaluating the request for information is a two-step process. The first consideration is whether disclosure of the requested information is in the best interest of the child. The second consideration is whether the party requesting the information has a legitimate interest.

9.7.2 Definition of legitimate interest

The definition section of the VAC defines legitimate interest as:

[\(22 VAC 40-705-10\)](#). "Legitimate interest" means a lawful, demonstrated privilege to access the information as defined in § [63.2-105](#) of the Code of Virginia.

9.7.3 Identify parties with legitimate interest

Individuals and organizations considered to have a legitimate interest include, but are not limited to:

- An agency having the legal or designated authority to treat or supervise a child who is the subject of a complaint.
- The administrator of an institution in cases involving abuse or neglect by an employee of the facility.
- Members of a multidisciplinary team, a family assessment, or a planning team.
- Police, other law-enforcement agency, or Commonwealth's attorney.
- A physician treating an allegedly abused or neglected child.
- A person legally authorized to place a child in protective custody.
- A parent, guardian, or other person who is responsible for the welfare of a child.
- The guardian ad litem for the child.
- Military Family Advocacy Program.
- A grand jury upon its determination that access to such records is necessary in the conduct of its official business.
- Any appropriate state or local agency responsible for child protective services.
- A legislator carrying out official functions.
- Any person engaged in a bona fide research project if the information is absolutely essential to the research purpose. The director of the Division of Family Services must give prior approval.
- A person who is responsible for investigating a report of known or suspected abuse or neglect.
- A state or local government child welfare or human service agency when they request information to determine the compliance of any person with a CPS plan or order of any court.
- Personnel of the school or child day program (as defined in Code of Virginia [§ 63.2-100](#)) attended by the child so that the LDSS can receive information from

such personnel on an ongoing basis concerning the child's health and behavior and the activities of the child's custodian.

- A parent, grandparent, or any other person when they would be considered by the LDSS as a potential caretaker of the child in the event the department has to remove the child from his current custodian.
- Pursuant to Code of Virginia [§ 37.2-905.2](#), the Department of Corrections, the Commitment Review Committee, and the Office of the Attorney General may request information from the LDSS about an inmate who is subject to a civil commitment hearing as a sexually violent predator.

The identification of a party as having a legitimate interest must be consistent with Code of Virginia [§ 63.2-105 A](#).

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SUBSTANCE-EXPOSED INFANTS

TABLE OF CONTENTS

10.1	Introduction	3
10.2	SEI Definitions	4
10.3	Background of SEI.....	6
10.3.1	Federal law	6
10.3.2	Virginia law.....	7
10.4	Mandated reporting of SEI	8
10.4.1	Health care providers required to report SEI.....	8
10.4.1.1	First circumstance.....	8
10.4.1.2	Second circumstance.....	10
10.4.1.3	Third circumstance.....	10
10.4.2	Health care provider responsibilities.....	10
10.4.2.1	Report to CPS.....	10
10.4.2.2	Report to the Community Services Board	11
10.5	Plans of Safe Care	11
10.5.1	Who creates a Plan of Safe Care?	12
10.5.2	What is included in a Plan of Safe Care?	13
10.6	CPS response to SEI referrals	13
10.6.1	Track decision	13
10.6.1.1	Investigation requirements.....	14
10.6.1.2	Purpose of CPS intervention.....	14
10.6.2	Initial safety assessment	15
10.6.2.1	Substance use screening.....	15
10.6.3	Information to gather when responding to SEI referrals.....	16
10.6.4	No exception to completing the investigation or family assessment.....	17

10.6.5	Complete the family assessment or investigation	17
10.6.5.1	Collateral contacts in SEI referrals	18
10.6.5.2	Dispositions in SEI investigations	18
10.6.5.3	Assessing risk in SEI referrals	19
10.6.5.4	Risk level guides decision to open a case	19
10.6.6	Referral to early intervention programs for children	20
10.7	CPS on-going services to families with SEI.....	21
10.7.1	Substance abuse services considerations.....	21
10.7.2	Other services	22
10.8	Petition the court on behalf of a SEI	22
10.8.1	LDSS may petition juvenile and domestic relations district court	23
10.8.1.1	Petition must allege SEI.....	23
10.8.2	The court’s authority to issue orders.....	23
10.8.3	Any court order effective until investigation or family assessment is concluded	24
10.9	Appendix A: Fetal Alcohol Spectrum Disorder (FASD).....	25
10.9.1	Definition of FASD.....	25
10.9.2	Fetal Alcohol Syndrome (FAS)	25
10.9.3	Fetal alcohol effects (FAE)	26
10.9.4	Alcohol- related neurodevelopmental disorder (ARND)	26
10.9.5	Alcohol- related birth defects (ARBD)	26
10.9.6	Cause of FASD	26
10.9.7	Prevalence of FASD	26
10.9.8	Assessment of FASD	26
10.9.9	Impact of FASD.....	27
10.10	Appendix B: Neonatal Abstinence Syndrome (NAS)	28
10.11	Appendix C: Screening Tools Used with Pregnant or Postpartum Mothers	31
10.11.1	DBHDS screening resource	31
10.11.2	The 4 P’s.....	31
10.11.3	The 5 Ps	31
10.12	Appendix D: Sample Plan of Safe Care.....	33
10.13	Appendix E: Substance Exposed Infant Decision Tree	37

10

SUBSTANCE-EXPOSED INFANTS

10.1 Introduction

The Code of Virginia § [63.2-1509 B](#) requires the local department of social services (LDSS) to accept as valid a report that a newborn infant may have been exposed to controlled substances prior to birth. This part of the CPS guidance chapter explains how the Code of Virginia impacts:

- Mandated reporting of substance-exposed infants (SEI) and the validity decision.
- CPS family assessments and investigations.
- Services to the families of SEI.
- Possible court actions.

In utero substance exposure can cause or contribute to premature birth, low birth weight, increased risk of infant mortality, neurobehavioral and developmental complications. Post-natal environmental factors associated with maternal substance use such as poverty, neglect and unstable or stressful home environments present additional risks for these children.

Interventions to reduce adverse outcomes and promote healthy home environments are critical to the well-being of SEI and their families.

Additional information on SEI and maternal substance use can be found by accessing:

- [CWSE5501: Substance Abuse](#). This on-line course has four (4) modules and is available in the [Virginia Learning Center \(VLC\)](#).
- [National Center on Substance Abuse and Child Welfare](#), including an online tutorial, “Understanding Substance Use Disorders, Treatment, and Family Recovery: A Guide for Child Welfare Professionals.”
- [Children and Family Futures](#). This agency provides a library of various recorded webinars conducted in 2015 regarding SEI and child welfare.

- [Substance Abuse and Mental Health Services Administration](#) (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation.
- [Virginia Department of Behavioral Health and Developmental Services](#) (DBHDS) provides resources for pregnant and parenting women and their families.
- CWSE6010: Working with Families of Substance Exposed Infants. This on-line course has two (2) modules and is available in the [Virginia Learning Center \(VLC\)](#).

10.2 SEI Definitions

The following definitions pertain to substance use disorders and SEI referrals:

Term	Definition
Assessment-(Substance Use)	Assessment refers to an in-depth look at an individual’s past and current substance use and the impact of that use on the overall functioning of that individual. Assessment is a process for defining the nature of that problem, determining a diagnosis, and developing specific treatment recommendations for addressing the problem or diagnosis.
Dual diagnosis	Dual diagnosis refers to co-occurring Mental Health and Substance Use disorders (alcohol and/or drug dependence or abuse).
Fetal Alcohol Spectrum Disorder (FASD)	Fetal alcohol spectrum disorders (FASD) is an umbrella term describing the range of effects that can occur in an individual whose mother drank alcohol during pregnancy. These effects may include physical, mental, behavioral, or learning disabilities with possible lifelong implications. See Appendix A for more information.
Medication-Assisted Treatment (MAT)	Medication-Assisted Treatment, which includes some Opioid Treatment Programs (OTP), combines behavioral therapy and medications to treat substance use disorders.
Neonatal Abstinence Syndrome (NAS)	Neonatal abstinence syndrome (NAS) is a group of problems that occur in a newborn as a result of sudden discontinuation of addictive opioids, licit or illicit, to which the newborn was exposed while in the mother’s womb. See Appendix B for more information.

Opioid Treatment Program (OTP)

An Opioid Treatment Program (OTP) provides medication assisted treatment for the treatment of opioid addiction. OTPs may also provide comprehensive, individually tailored programs that can include:

- Medication therapy
- Psychosocial and medical treatment
- Support services that address factors affecting the client.

Screening

A screening is a brief preliminary interview with an individual intended to determine if that individual may be at risk to have problems in a certain area such as substance abuse. Screening does not identify substance abuse or dependency nor does it provide a substance use disorder diagnosis. It is a quick way to determine if someone needs to be referred for further assessment. Screening refers to the use of tools and procedures designed to determine the risk or probability that an individual has a given condition or disorder. Screening may be a combination of observation, open-ended questions, and/or the use of a standardized set of questions.

Screening tools

Screening tools have been developed to help identify individuals at risk for various disorders or problems such as substance use disorders or domestic violence. See [Appendix C](#) for two screening tools used to help identify substance abuse.

Substance abuse counseling or treatment services

These are professional services provided to individuals for the prevention, diagnosis, or treatment of chemical dependency. Substance abuse counseling or treatment should include education about the impact of alcohol and other drugs on the fetus and on the maternal relationship; and education about relapse prevention to recognize personal and environmental cues which may trigger a return to the use of alcohol or other drugs. The substance abuse counseling or treatment services must be provided by a professional (e.g., a “certified substance abuse counselor” or a “licensed substance abuse treatment practitioner”).

10.3 Background of SEI

10.3.1 Federal law

- The Child Abuse and Prevention Treatment Act (CAPTA) of 1974 was created to provide federal funding to support prevention, assessment, investigation, prosecution and treatment activities related to child abuse and neglect.
- The Keeping Children and Families Safe Act of 2003 created new conditions for states to receive grant allocations under CAPTA. The grant conditions were intended to provide needed services and support for infants, their mothers, and their families, and to ensure a comprehensive response to the effects of prenatal drug exposure.
- The CAPTA Reauthorization Act of 2010 made further changes related to prenatal exposure issues to include identification of infants affected by Fetal Alcohol Spectrum Disorder (FASD) and a requirement for the development of Plans of Safe Care for infants affected by FASD.
- The Comprehensive Addiction and Recovery Act (CARA) of 2016 went into effect July 22, 2016, including Title V, Section 503, “Infant Plan of Safe Care.” The legislation (PL 114-198) made several changes to CAPTA and SEI:
 - Removed the term “illegal” in regards to substance abuse
 - Requires that Plans of Safe Care address the needs of both the infant and the affected family or caregiver
 - Specifies that data on affected infants and Plans of Safe Care be reported by states to the maximum extent practicable. Such data includes:
 - The number of infants identified as being affected by substance abuse, withdrawal symptoms resulting from prenatal drug exposure, or FASD.
 - The number of infants for whom a plan of safe care was developed.
 - The number of infants for whom referrals were made for appropriate services—including services for the affected family or caregiver.
- Requires that states develop and implement monitoring systems regarding the implementation of such plans to determine whether and in what manner local entities are providing, in accordance with state requirements, referrals to and delivery of appropriate services for the infant and affected family or caregiver.

10.3.2 Virginia law

Virginia laws have been implemented and revised in accordance with the changes made to CAPTA. In the 2017 Session of the General Assembly, a bill was passed amending §§ 63.2-1505, 63.2-1506, and 63.2-1509 relating to CPS investigations, family assessments, and Virginia's mandated child abuse and neglect reporting requirements to comply with CARA. The changes to the Code of Virginia became effective July 1, 2017.

Amendments made to the relevant sections of the Code of Virginia to comply with CARA include:

- [Section 63.2-1505](#) of the Code of Virginia, Subsection B(2) was amended to (1) eliminate language referencing an obsolete procedure, and (2) move language addressing substance-exposed infants out of this section that pertains to CPS investigations and into §§ 63.2-1506 and 63.2-1509 of the Code of Virginia pertaining to family assessments and mandated reporting, respectively.
- [Section 63.2-1506](#) of the Code of Virginia was amended to add Subsection A(4), which requires LDSS to gather information as to “[w]hether the mother of a child who was exposed in utero to a controlled substance sought substance abuse counseling or treatment prior to the child’s birth” when conducting family assessments.
- [Section 63.2-1506](#) of the Code of Virginia was further amended to add the following to Subsection C: “If a report or complaint is based upon one of the factors specified in subsection B of § 63.2-1509, the local department shall (a) conduct a family assessment, unless an investigation is required pursuant to this subsection or other provision of law or is necessary to protect the safety of the child, and (b) develop a plan of safe care in accordance with federal law, regardless of whether the local department makes a finding of abuse or neglect.”
- [Section 63.2-1509](#) of the Code of Virginia, Subsection B, was amended to read: a “reason to suspect that child is abused or neglected shall include (i) a finding made by a health care provider within six weeks of the birth of a child that the child was born affected by substance abuse or experiencing withdrawal symptoms resulting from in utero drug exposure; (ii) a diagnosis made by a health care provider within four years following a child’s birth that the child has an illness, disease, or condition that, to a reasonable degree of medical certainty, is attributable to maternal abuse of a controlled substance during pregnancy; or (iii) a diagnosis made by a health care provider within four years following a child’s birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When ‘reason to suspect’ is based

upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.”

10.4 Mandated reporting of SEI

The Code of Virginia and the Virginia Administrative Code (VAC) provide for the mandated reporting of SEI. Effective July 1, 2017, [§ 63.2-1509 B](#) of the Code of Virginia was significantly revised and supersedes the VAC, 22VAC40-705-40 A5.

10.4.1 Health care providers required to report SEI

The Code of Virginia specifically delineates three (3) circumstances which constitute a reason to suspect that a newborn infant is abused or neglected due to the special medical needs of infants affected by substance exposure and therefore requires a report to CPS by health care providers. Such reports shall not constitute a per se finding of child abuse or neglect.

As a result of federal legislation, i.e., CARA (2016), SEI now includes both legal and illegal controlled substance exposure.

10.4.1.1 First circumstance

([§ 63.2-1509 B](#) of the Code of Virginia) (i) a finding made by a health care provider within six weeks of birth of a child that the child was born affected by substance abuse or experiencing withdrawal symptoms resulting from in utero drug exposure;

The first circumstance is a finding is made by a health care provider within six (6) weeks of birth that the child is born affected by substance abuse or is experiencing withdrawal symptoms resulting from in utero drug exposure.

10.4.1.1.1 Affected by substance abuse

Affected by substance abuse may be evidenced by impaired growth, pre-term labor or subtle neurodevelopmental signs that are more difficult to define in the newborn and infancy stages. An alcohol or other drug affected infant is one in which there is detectable physical, developmental, cognitive or emotional delay or actual harm that is associated with parental substance use.

A positive toxicology for substances in the infant may or may not indicate that the child was born affected by substance abuse. If it is known that the drug was prescribed to the mother and is being used appropriately, the referral could be screened out. Conversely, if the mother has a positive toxicology at the time of the infant's birth or has had a medical or behavioral health assessment that is indicative of an active substance use disorder and she is demonstrating behaviors that may impact her capacity to provide proper care

for the infant, or if there is a history of prior referrals involving substance abuse, the referral should be screened in.

In instances when a health care provider reports a positive toxicology result for a newborn child to a LDSS, but there is no other evidence or finding by the health care provider that the child was born affected by substance use or is experiencing withdrawal symptoms, the LDSS should make further inquiry into the circumstances of the report to determine whether the report should be screened in in accordance with §§ 63.2-1509(B) and § 63.2-1503(I) of the Code of Virginia. Further inquiry should include asking the health care provider for all related information, records, and reports that form the basis of his or her suspicion that the infant is an abused or neglected child in accordance with § 63.2-1509(B).

The LDSS may not have a blanket policy which reflects that a positive toxicology report, standing alone, is or is not a valid referral. The LDSS must exercise its professional discretion and judgment in light of the information gathered from the health care provider to determine whether such report is valid.

The LDSS must gather enough information from the health care provider making the report to indicate that a finding has been made that the newborn child was born affected by substance abuse as described in [Section 10.4.1.1](#). Once the LDSS has determined that the health care provider has made such a finding, the report should be screened in as a family assessment (or investigation when required) and a Plan of Safe Care developed. The LDSS must document that the report was based on § 63.2-1509 (B) of the Code of Virginia along with the facts relied upon by the health care provider who made the report.

10.4.1.1.2 Withdrawal symptoms resulting from in utero drug exposure

This first circumstance also includes when a child has withdrawal symptoms due to dependency to a drug while in utero. This includes dependency on controlled substances prescribed for the mother by a physician or an opioid treatment program (OTP).

In utero exposure to certain drugs can cause neonatal withdrawal after birth when the drug is abruptly stopped because the infant, like the mother, has developed physical dependence on the drug. Clinically relevant neonatal withdrawal most commonly results from in utero opioid exposure but has also been described in infants exposed to benzodiazepines, barbiturates, and alcohol. Neonatal Abstinence Syndrome (NAS) is a group of problems that occur in a newborn as a result of sudden discontinuation of addictive opioids, licit or illicit, to which the newborn was exposed while in the mother's womb. Because NAS is treatable, treatment providers typically recommend

medication-assisted treatment (MAT) over abstinence for pregnant, opioid-addicted women. Additional information regarding NAS can be found in [Appendix B](#).

10.4.1.2 Second circumstance

(§ [63.2-1509 B](#) of the Code of Virginia) (ii) a diagnosis made by a health care provider within four years following a child's birth that the child has an illness, disease, or condition that, to a reasonable degree of medical certainty, is attributable to abuse of a controlled substance during pregnancy;

The second circumstance is within four (4) years of a child's birth, a health care provider can diagnose the child as having an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance.

10.4.1.3 Third circumstance

(§ [63.2-1509 B](#) of the Code of Virginia) (iii) a diagnosis made by a health care provider within four years following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol.

The third circumstance is within four (4) years following a child's birth, a health care provider can make the diagnosis that the child has a fetal alcohol spectrum disorder (FASD) attributable to in utero exposure to alcohol. See [Appendix A](#) of this section for additional information regarding FASD.

10.4.2 Health care provider responsibilities

10.4.2.1 Report to CPS

([22 VAC 40-705-40 A6](#)). Pursuant to § [63.2-1509 B](#) of the Code of Virginia, whenever a health care provider makes a finding or diagnosis, then the health care provider or his designee must make a report to child protective services immediately.

Whenever a health care provider makes a finding or diagnosis of one (1) of the three (3) circumstances above, the health care provider shall make a report to CPS as soon as possible, but no longer than **24 hours** after having reason to suspect a reportable situation.

When reporting SEI, health care providers are required to release, upon request, medical records that document the basis of the report. Disclosure of child abuse or neglect information is also permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and federal Confidentiality of Alcohol and Drug Abuse Patient Information Regulations. ([CFR 42 Part 2](#))

10.4.2.2 Report to the Community Services Board

The Code of Virginia §§ [32.1-127 B6](#) and [63.2-1509 B](#) require that each licensed hospital develop and implement a protocol requiring written discharge plans for identified, substance-abusing, postpartum women and their infants. The discharge plan should be discussed with the patient and appropriate referrals made and documented. The discharge planning process shall involve, to the extent possible, the father of the infant and any members of the mother's extended family who may participate in the follow-up care for the mother and the infant. Hospitals are required to notify the Community Services Board (CSB) of the jurisdiction in which the woman resides to appoint a discharge plan manager for any identified substance-abusing postpartum woman. The CSB shall implement and manage the discharge plan.

10.4.2.2.1 Hospital discharge plan

Post-partum women with substance use disorders and their newborns may have multiple health care, treatment, safety and environmental needs. Their hospital discharge plans should include, but are not limited to:

- A referral of the mother to the local CSB for a substance use assessment and implementation of the discharge plan.
- Information and medical directives regarding potential postpartum complications and, as appropriate, indicators of substance use withdrawal and post-partum depression.
- A follow-up appointment for pediatric care for the infant within two-four weeks.
- A referral to early intervention Part C services for a developmental assessment and early intervention services for the infant.
- A follow-up appointment for the mother for postpartum gynecological care and family planning.

The CPS worker should obtain a copy of the hospital discharge plan and document the details in the child welfare information system.

10.5 Plans of Safe Care

Section 106(b)(2)(B)(iii) of the Child Abuse Prevention and Treatment Act (CAPTA) requires “the development of a plan of safe care for the infant born and identified as being affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder”. The Plan of Safe Care should address the needs of the child as well as those

of the parent, as appropriate, and assure that appropriate services are provided to ensure the infant’s safety.

10.5.1 Who creates a Plan of Safe Care?

A Plan of Safe Care should begin when the mother is pregnant and be initiated by her health care providers. Once the LDSS becomes involved in a SEI referral, the LDSS becomes a part of this Plan of Safe Care. The LDSS is one of many agencies that can provide a Plan of Safe Care for the SEI and the mother.

The following chart identifies three general populations of pregnant and post-partum women and who would typically create or take the lead in monitoring a Plan of Safe Care.

Populations of pregnant and post-partum women	Potential lead agency/provider for the Plan of Safe Care	
	Voluntary Participation During Prenatal Period	Identified at Birth and Infant is Determined to be Affected
1. Using legal or illegal drugs, on an opioid medication for chronic pain or on a medication that can result in dependency/withdrawal and does not have a substance use disorder.	Prenatal care provider in concert with pain specialist or other physician	Maternal and Child Health service providers (e.g. home visiting provider, Healthy Families); LDSS or community prevention services provider
2. Receiving medication assisted treatment for an opioid use disorder (e.g. Methadone) or is actively engaged in treatment for a substance use disorder.	Prenatal care provider in concert with OTP or other therapeutic substance use disorder treatment provider/CSB.	OTP or other therapeutic substance use disorder treatment provider/CSB.
3. Misusing prescription drugs, or is using legal or illegal drugs, meets criteria for a substance use disorder, not actively engaged in a treatment program.	Prenatal care provider or high-risk pregnancy clinic in concert with substance use disorder treatment agency/CSB	Child Welfare

10.5.2 What is included in a Plan of Safe Care?

A Plan of Safe Care should incorporate the mother's (and potentially the other primary caregivers) need for treatment for substance use and mental disorders, appropriate care for the infant who may be experiencing neurodevelopmental or physical effects or withdrawal symptoms from prenatal substance exposure and services and supports that strengthen the parents' capacity to nurture and care for the infant and to ensure the infant's continued safety and well-being. The plan should also ensure a process for continued monitoring of the family and accountability of responsible agencies such as substance use disorder treatment, home visiting, and public health and health care providers for the infant and mother.

A sample template for a Plan of Safe Care is located in [Appendix D](#).

10.6 CPS response to SEI referrals

A report with facts indicating the presence of one of the three (3) circumstances outlined in the Code of Virginia [§ 63.2-1509 B](#) prior to birth are sufficient, in and of themselves, to suspect that the child is abused or neglected and therefore constitutes a valid report requiring a CPS response. Although, the validity of such reports does not constitute a per se finding of child abuse or neglect.

Substance use, either during pregnancy or after the birth of an infant, does not in or of itself constitute a preponderance of evidence needed to substantiate abuse or neglect. Although caretakers may be able to care for the child, the use or abuse of drugs by caretakers increases the concern for the child's immediate safety and for future risk of harm to the child. When identified, a careful evaluation needs to be made of the impact that the substance use has on the caretaker's capacity to care for the child and the ability to ensure the child's safety and well-being. Such an evaluation will determine whether the child is at substantial risk of harm.

10.6.1 Track decision

Once a report has been made and determined to be valid, the LDSS must determine the response time and track. Effective July 1, 2017, [§ 63.2-1506](#) of the Code of Virginia requires all valid referrals involving SEI to be placed in the family assessment track unless an investigation is required by law or is necessary to protect the safety of the child. Because exposure to controlled substances prior to birth is not sufficient evidence for a founded disposition of abuse or neglect in an investigation, a family assessment that assesses safety, risk and service needs of the child and family and does not determine if abuse or neglect has occurred, is usually a more appropriate response.

10.6.1.1 Investigation requirements

According to [§ 63.2-1506 C](#) of the Code of Virginia, an investigation is required in the following circumstances:

- All sexual abuse allegations;
- Any child fatality;
- Abuse or neglect resulting in serious injury as defined in [§ 18.2-371.1](#) also consider medical neglect of disabled infant with life threatening condition (Baby Doe);
- A child's being left alone in the same dwelling with a person to whom the child is not related by blood or marriage and who has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to [§ 9.1-902](#);
- Child taken into agency custody due to abuse or neglect pursuant to [§ 63.2-1517](#) ;
- Child taken into protective custody by physician or law enforcement, pursuant to [§ 63.2-1517](#); or
- All allegations regarding a caretaker in an out of family setting as defined in [§ 63.2-1506 C](#).

A valid SEI allegation must be responded to through a family assessment. However, if the child is removed, the track must be changed to an investigation. Further, the LDSS must document "substance-exposed infant" as at least one of the reasons for removal.

10.6.1.2 Purpose of CPS intervention

The purpose of CPS intervention in response to reports of SEI is to assess both safety and risk factors associated with the newborn child and his family/caretaker(s). This should occur after a health care provider has identified the child as being affected by the abuse of legal or illegal substances by the child's mother. The importance of a CPS response, whether by a family assessment or an investigation, is to mitigate the safety factors and the risk of harm associated with parental substance abuse when caretakers have the responsibility to actively care for this extraordinarily vulnerable population of children.

10.6.2 Initial safety assessment

(22 VAC 40-705-40 A 6 b). When a valid report or complaint alleging abuse or neglect is made pursuant to § 63.2-1509 B of the Code of Virginia, then the local department must immediately assess the child's circumstances and any threat to the child's health and safety. Pursuant to 22VAC40-705-110 A, the local department must conduct an initial safety assessment.

(22 VAC 40-705-40 A 6 c). When a valid report or complaint alleging abuse or neglect is made pursuant to § 63.2-1509 B of the Code of Virginia, then the local department must immediately determine whether to petition a juvenile and domestic relations district court for any necessary services or court orders needed to ensure the safety and health of the infant.

The LDSS must complete an initial safety assessment of the SEI and family. Most reports involving a SEI will require a safety plan due to the infants' vulnerability. A safety plan is not the same as a Plan of Safe Care discussed in [Section 10.4](#), but is considered one critical component of the Plan of Safe Care. A safety plan addresses immediate safety concerns and needs, while the Plan of Safe Care addresses both short and long term needs.

When assessing safety factors, it is critical to review the definitions for each safety factor. There are several safety factors that involve substance use and a SEI. The following safety factors will likely pertain to a SEI referral:

- Safety factor 1. Caretaker caused serious physical harm to the child and/or made a plausible threat to cause physical harm in the current investigation/assessment. May select h. Substance-exposed infant. Drugs are found in the child's system; infant is medically fragile as result of drug exposure; infant suffers adverse effects from introduction of drugs during pregnancy; or mother tested positive at delivery.
- Safety factor 10. Caretaker's substance use is currently and seriously affecting his/her ability to supervise, protect, or care for child. Caretaker is abusing legal or illegal substances or alcoholic beverages to the extent that control of his or her actions is significantly impaired. May select b. There is a current, ongoing pattern of substance abuse that leads directly to neglect and/or abuse of the child.

10.6.2.1 Substance use screening

An essential part of the initial safety assessment is to complete a brief substance use screening to determine if a substance abuse assessment is needed and if so, what services would best meet the needs of the mother. A substance use screening should include questions concerning:

- Frequency and amount of alcohol consumption prior to and during pregnancy;
- Frequency and amounts of over-the-counter prescriptions and legal/illegal substances prior to and during pregnancy;
- Effects of substance use on life areas such as relationships, employment, legal, etc.;
- Other parent or partner substance use;
- Previous referrals for substance abuse evaluation or treatment; and
- Previous substance use treatment or efforts to seek treatment.

Two (2) of several universal substance use screening tools used with pregnant and child bearing women (the 4 Ps and 5 Ps) can be found in [Appendix C](#). This screening and safety assessment may lead to consideration of court action or the need to conduct a Family Partnership Meeting (FPM) or both. Additional information regarding screening of pregnant and postpartum women can be found on the [DBHDS website](#).

Initial contacts in SEI cases should include not only the mother and any other parent but also the family's support system. Collateral contacts can confirm or refute information provided by the mother.

10.6.3 Information to gather when responding to SEI referrals

In addition to conditions in the infant, conditions or behaviors in the mother that may indicate that risk of harm should be assessed. These include, but are not limited to:

- special medical and/or physical problems in the infant;
- close medical monitoring and/or special equipment or medications needed by the infant;
- no prenatal care or inconsistent prenatal care;
- previous delivery of a SEI;
- prior CPS history;
- prior removal of other children by the courts or voluntary placement with relatives;
- no preparations for the care of the infant;

- intellectual limitations that may impair the mother's ability to nurture or physically care for the child;
- psychiatric illness;
- home environment that presents safety or health hazards;
- evidence of financial instability that affects the mother's ability to nurture or physically care for the infant;
- limited or no family support;
- young age of parent(s), coupled with immaturity;
- parenting skills demonstrated in the health care setting that suggest a lack of responsiveness to the SEI's needs (i.e., little or no response to infant's crying, poor eye contact, resistance to or difficulties in providing care); and
- domestic violence.

If the SEI allegation is invalid, the LDSS should evaluate all of the information received in order to assess the report for physical neglect associated with a threat to the infant's health or safety due to substance abuse by his parent(s) and/or other caretaker(s). See [Appendix E: Substance Exposed Infant Decision Tree](#) for more information on screening the invalid SEI referral for physical neglect.

10.6.4 No exception to completing the investigation or family assessment

Note that under prior Virginia law, before July, 2017, if the LDSS received a report involving a SEI, but determined that the mother sought and engaged in substance abuse counseling or treatment during pregnancy, the LDSS was not compelled to validate the report. This exception was removed with the changes made to changes to §§ 63.2-1505, 1506, and 1509 of the Code of Virginia in the 2017 General Assembly.

Effective July 1, 2017, once a report of a SEI has been validated, the LDSS shall determine whether the mother sought substance abuse counseling or treatment prior to the child's birth. This information must be documented in the child welfare information system.

10.6.5 Complete the family assessment or investigation

([22 VAC 40-705-40 A 6 h](#)). Facts solely indicating that the infant may have been exposed to controlled substances prior to birth are not sufficient to render a founded disposition of abuse or neglect in an investigation.

Family assessments or investigations involving a SEI shall be conducted in accordance with Section 4, Family Assessment and Investigation of this guidance manual.

10.6.5.1 Collateral contacts in SEI referrals

Due to the vulnerability of the SEI, collateral involvement to determine risk and possible services is crucial, and may include contacts with the immediate and/or extended family, birthing hospital, pediatrician, and substance use disorder evaluation and treatment providers. When appropriate, the LDSS should coordinate services with the CSB.

Contact with the health care provider(s) should include gathering information:

- to identify how the infant was affected by in utero substance exposure, which may include results of laboratory tests or toxicology studies done on the infant;
- to identify any needed medical treatment for the child or mother;
- to assess the mother's attitude and behavior with the infant;
- to determine the expected discharge dates of the mother and infant; and
- to determine whether there are other children in the home at risk.

Contact with the substance use disorder treatment provider or OTP can provide information on the mother's:

- Plan of Safe Care that was developed while she was pregnant;
- attempts to access treatment;
- compliance with recommendations;
- toxicology results, if applicable;
- assessment results, if applicable; and
- medication assisted treatment dosage and compliance.

10.6.5.2 Dispositions in SEI investigations

For investigations, facts establishing that the infant was exposed to controlled substances prior to birth are not sufficient to render a founded disposition of abuse or neglect. The LDSS must establish by a preponderance of the evidence

that the infant was injured or experienced a threat of injury or harm according to the statutory and regulatory definitions of another type of abuse or neglect to support a founded disposition.

10.6.5.3 Assessing risk in SEI referrals

The Family Risk Assessment tool is used to assess future likelihood of child maltreatment in all referrals, including a SEI.

When assessing risk, it is critical to review the definitions for each factor. There are several risk factor definitions that specifically address the SEI and their caretakers. The following risk factors will likely pertain to a SEI referral:

- N1: Current complaint is for physical or medical neglect. (Score 2 if the current allegation is for a substance-exposed infant.)
- N9: Primary caretaker has/had a drug or alcohol problem. (Score 2 if the child was diagnosed with fetal alcohol syndrome or exposure or child had a positive toxicology screen at birth and the primary caretaker was the birthing parent.)
- N11: Characteristics of children in household. (Score 1 if a child has a positive toxicology report for alcohol or another drug at birth.)

Assessed risk will be:

- **Low.** The assessment of risk related factors indicates that there is a low likelihood of future abuse or neglect and no further intervention is needed.
- **Moderate.** The assessment of risk related factors indicates that there is a moderate likelihood of future abuse or neglect and minimal intervention may be needed.
- **High.** The assessment of risk related factors indicates there is a high likelihood of future abuse or neglect without intervention.
- **Very High.** The assessment of risk-related factors indicates there is a very high likelihood of future abuse or neglect without intervention.

Overrides, either by policy or discretionary, may increase risk one level and require supervisor approval. The initial CPS risk level may never be decreased.

10.6.5.4 Risk level guides decision to open a case

Important reminder: when risk is clearly defined and objectively quantified, resources are targeted to higher-risk families because of the greater potential to

reduce subsequent maltreatment. The risk level helps inform the decision whether or not to open a case as follows:

Low Risk:	Close
Moderate Risk:	Open to CPS or close
High Risk:	Open to CPS
Very High Risk:	Open to CPS

The CPS worker and CPS supervisor should assess the decision to open a case for services and document in the child welfare information system when the decision is to not open a case.

10.6.6 Referral to early intervention programs for children

Regardless if a CPS on-going case is opened for services, the LDSS shall refer any child under the age of three (3) for early prevention services to the local Infant and Toddler Connection of Virginia who:

- Is identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure;
- Is the subject of an investigation with a founded disposition; or
- Has a physical or mental condition that has a high probability of resulting in developmental delay, regardless of track or disposition.

All localities are served by an Infant & Toddler Connection of Virginia program. This referral is required by the Child Abuse Prevention and Treatment Act (CAPTA).

LDSS are encouraged to meet with the local Infant and Toddler program to learn about any referral issues that should be explained to the parent. LDSS are also encouraged to develop procedures with the Infant & Toddler Connection of Virginia program to make referrals of certain children under age three (3). Recommended elements of these procedures should include:

- As soon as possible but no later than **seven (7) calendar days** of completing the investigation or family assessment the LDSS should send a referral to the local Part C Early Intervention program using the local referral form.

The LDSS should:

- Send a referral as soon as possible when a child has been identified as exposed prenatally to an illegal substance or has withdrawal symptoms at birth.
- Send a copy of the referral to the family. The parent should also be informed verbally of the referral and have an opportunity to discuss the referral process.

- Request the family to sign a release form allowing the exchange of information between the Infant-Toddler Connection Program and the LDSS regarding the referral.
- Document the notification and referral in the state child welfare information system.

More information on the Infant & Toddler programs in Virginia can be found on the [Infant & Toddler Connection of Virginia website](#) and on the VDSS internal website in the [Memorandum of Agreement](#) dated May 2013 issued by the Commissioners of the Department of Social Services and Department of Behavioral Health and Developmental Services and other agencies involved with implementation of Part C of the Individuals with Disabilities Education Act (IDEA).

10.7 CPS on-going services to families with SEI

Services for mothers with substance use disorders and their families may be different than services for other populations. A thorough assessment done by a certified substance abuse counselor will typically be the first step in providing services for SEI referrals. Assessment refers to an in-depth look at an individual's past and current substance use and the impact of that use on the overall functioning of that individual. Assessment is a process for defining the nature of that problem, determining a diagnosis, and developing specific treatment recommendations for addressing the problem or diagnosis.

10.7.1 Substance abuse services considerations

Special consideration should be given to the following:

- Is outpatient treatment needed and available?
- Is in-patient treatment required and available?
- Is detoxification required?
- Does the individual need a program for dual diagnosed patients?
- Does the individual need assistance in negotiating leave with an employer?
- Does the individual require a program that specializes in a particular addiction?
- Are family members willing to participate in treatment or education?
- Is peer support available through Alcoholics Anonymous (AA), Narcotics Anonymous (NA) or a psychotherapy group?

- Does the treatment facility address the special needs of women and their children?

10.7.2 Other services

In addition to substance abuse services, other services may include but are not limited to:

- Child care.
- Relapse prevention.
- Parenting education.
- Job skills training/employment.
- Mental health assistance.
- Safe housing.
- Support systems.

Home visiting services match parents and caregivers with trained paraprofessionals who can provide information and support during pregnancy and throughout the child's earliest years. Home visiting programs support healthy prenatal behaviors and parenting attitudes, engage infants in meaningful learning activities build positive parent-child relationships and promote family self-sufficiency. Project Link is one home visiting program offered in Virginia and is specifically for pregnant and parenting substance-using women. For additional information about Project Link and other home visiting programs, such as Healthy Families, go to the [Early Impact Virginia website](#).

10.8 Petition the court on behalf of a SEI

When conducting a SEI investigation, [§ 16.1-241.3](#) of the Code of Virginia permits the LDSS to petition the Juvenile and Domestic Relations District Court solely because an infant was exposed to a legal or illegal substance in utero.

([§ 16.1-241.3](#) of the Code of Virginia). Newborn children; substance abuse.

Upon the filing of a petition alleging that an investigation has been commenced in response to a report of suspected abuse or neglect of the child based upon a factor specified in subsection B of [§ 63.2-1509](#), the court may enter any order authorized pursuant to this chapter which the court deems necessary to protect the health and welfare of the child pending final disposition of the investigation pursuant to Chapter 15 ([§ 63.2-1500](#) et seq.) of Title 63.2 or other proceedings brought pursuant to this chapter. Such orders may include, but shall not be limited

to, an emergency removal order pursuant to [§ 16.1-251](#), a preliminary protective order pursuant to [§ 16.1-253](#) or an order authorized pursuant to subdivisions 1 through 4 of subsection A of [§ 16.1-278.2](#). The fact that an order was entered pursuant to this section shall not be admissible as evidence in any criminal, civil or administrative proceeding other than a proceeding to enforce the order.

The order shall be effective for a limited duration not to exceed the period of time necessary to conclude the investigation and any proceedings initiated pursuant to Chapter 15 ([§ 63.2-1500](#) et seq.) of Title 63.2, but shall be a final order subject to appeal.

10.8.1 LDSS may petition juvenile and domestic relations district court

The LDSS should consult with their attorneys when considering petitioning for protective and removal orders as described in Section 8, Judicial Proceedings, of this guidance manual.

The LDSS may petition a juvenile and domestic relation district court for any necessary services or court orders needed to ensure the safety and health of the infant.

10.8.1.1 Petition must allege SEI

The LDSS must state in the petition presented to the court that a CPS investigation or family assessment has been commenced in response to a report of suspected abuse or neglect of the child based upon a factor specified in [§ 63.2-1509 B](#) of the Code of Virginia.

10.8.2 The court's authority to issue orders

The court may enter any order authorized pursuant to [§ 16.1-226](#) et seq. which the court deems necessary to protect the health and welfare of the child. The court may issue such orders as an emergency removal order pursuant to [§ 16.1-251](#), a preliminary protective order pursuant to [§ 16.1-253](#) or an order authorized pursuant to [§ 16.1-278.2 A](#).

For example, such authority would allow the court to remove the child from the custody of the mother pending completion of the investigation or family assessment or compel the mother to seek treatment or other needed services. Code of Virginia [§ 16.1-241.3](#) enhances the court's ability to act quickly in a potential crisis situation. In addition, the court will have the ability to use its authority to ensure that the mother of the child seeks treatment or counseling.

10.8.3 Any court order effective until investigation or family assessment is concluded

Any court order issued pursuant to [§ 16.1-241.3](#) is effective pending final disposition of the investigation or family assessment pursuant to [§ 63.2-1500](#) et seq. The order is effective for a limited duration not to exceed the period of time necessary to conclude the investigation or family assessment and any proceedings initiated pursuant to [§ 63.2-1500](#) et seq.

Any order issued pursuant to [§ 16.1-241.3](#) is considered a final order and subject to appeal. The fact that an order was entered pursuant to [§ 16.1-241.3](#) is not admissible as evidence in any criminal, civil or administrative proceeding other than a proceeding to enforce the order.

DRAFT

10.9 Appendix A: Fetal Alcohol Spectrum Disorder (FASD)

10.9.1 Definition of FASD

Experts now know that the effects of prenatal alcohol exposure extend beyond Fetal Alcohol Syndrome (FAS).

“Fetal alcohol spectrum disorders” (FASD) is an umbrella term describing the range of effects that can occur in an individual whose mother drank alcohol during pregnancy. These effects may include physical, mental, behavioral, and/or learning disabilities with possible lifelong implications. FASD is not a diagnostic term used by clinicians. It refers to conditions such as:

- FAS, including partial FAS.
- Fetal alcohol effects (FAE).
- Alcohol-related neurodevelopmental disorder.
- Alcohol-related birth defects.

10.9.2 Fetal Alcohol Syndrome (FAS)

FAS consists of a pattern of neurologic, behavioral, and cognitive deficits that can interfere with growth, learning, and socialization. FAS has four (4) major components:

- A characteristic pattern of facial abnormalities (small eye openings, indistinct or flat philtrum, thin upper lip).
- Growth deficiencies, such as low birth weight.
- Brain damage, such as small skull at birth, structural defects, and neurologic signs, including impaired fine motor skills, poor eye-hand coordination, and tremors.
- Maternal alcohol use during pregnancy.

Behavioral or cognitive problems may include mental retardation, learning disabilities, attention deficits, hyperactivity, poor impulse control, and social, language, and memory deficits.

Partial FAS describes persons with confirmed alcohol exposure, facial anomalies, and one other group of symptoms (growth retardation, central nervous system defects, or cognitive deficits).

10.9.3 Fetal alcohol effects (FAE)

FAE describes children with prenatal alcohol exposure who do not have all the symptoms of FAS. Many have growth deficiencies, behavior problems, cognitive deficits, and other symptoms. However, they do not have the facial features of FAS. Although the term FAE is still used, the Institute of Medicine has coined more specific terms. These include alcohol-related neurodevelopmental disorder and alcohol-related birth defects.

10.9.4 Alcohol- related neurodevelopmental disorder (ARND)

ARND refers to various neurologic abnormalities, such as problems with communication skills, memory, learning ability, visual and spatial skills, intelligence, and motor skills. Children with ARND have central nervous system deficits but not all the physical features of FAS. Their problems may include sleep disturbances, attention deficits, poor visual focus, increased activity, delayed speech, and learning disabilities.

10.9.5 Alcohol- related birth defects (ARBD)

ARBD describe defects in the skeletal and major organ systems. Virtually every defect has been described in some patient with FAS. They may include abnormalities of the heart, eyes, ears, kidneys, and skeleton, such as holes in the heart, underdeveloped kidneys, and fused bones.

10.9.6 Cause of FASD

The only cause of FASD is alcohol use during pregnancy. When a pregnant woman drinks, the alcohol crosses the placenta into the fetal blood system. Thus, alcohol reaches the fetus, its developing tissues, and organs. This is how brain damage occurs, which can lead to mental retardation, social and emotional problems, learning disabilities, and other challenges. No alcohol consumption is safe during pregnancy. In addition, the type of alcohol (beer, wine, hard liquor, wine cooler, etc.) does not appear to make a difference.

10.9.7 Prevalence of FASD

FASD occurs in about 10 per 1,000 live births or about 40,000 babies per year. FAS, the most recognized condition in the spectrum, are estimated to occur in 0.5 to 2 per 1,000 live births. It now outranks Down syndrome and autism in prevalence.

10.9.8 Assessment of FASD

It is extremely difficult to diagnose a FASD. A team of professionals is needed, including a physician, psychologist, speech pathologist, and physical or occupational therapist. Diagnostic tests may include physical exams, intelligence tests, and

occupational and physical therapy, psychological, speech, and neurologic evaluations. Diagnosis is easier if the birth mother confirms alcohol use during pregnancy. However, FAS can be diagnosed without confirming maternal alcohol use, if all the symptoms are present.

10.9.9 Impact of FASD

Children with FASD often grow up with social and emotional problems. They may have mental illness or substance abuse problems, struggle in school, and become involved with the corrections system. Costs of FAS alone are estimated at between one (1) and five (5) million dollars per child, not including incarceration. This estimate does not include cost to society, such as lost productivity, burden on families, and poor quality of life.

More information regarding FASD may be accessed at:

[Fetal Alcohol Spectrum Disorder Center for Excellence.](#)

10.10 Appendix B: Neonatal Abstinence Syndrome (NAS)

- What is Neonatal Abstinence Syndrome (NAS)?
 - NAS is a group of problems that occur in a newborn as a result of sudden discontinuation of addictive opioids, licit or illicit, to which the newborn was exposed while in the mother's womb.
- What causes NAS?
 - Almost all drugs pass through the placenta and into the fetus when the mother is pregnant and can cause the fetus to become dependent. At birth, the baby's dependence on that drug continues, however, since the drug is no longer available the baby's central nervous system becomes overstimulated causing symptoms of withdrawal.
 - Infants born to mothers participating in medication assisted treatment (MAT) programs are likely to present with NAS; yet MAT is an EBP for pregnant women that results in better outcomes for mothers with opioid use disorders and her infants (workers need to understand it is better for mom and baby both to be on MAT)
- Why is NAS a concern?
 - When a mother uses illicit substances, she places her baby at risk for many problems. Mothers who use drugs are less likely to seek prenatal care, which can increase risks to her and the baby. Women who use drugs are more likely to use more than one drug, which can complicate the treatment.
 - Additionally, specific difficulties of withdrawal after birth may include, but are not limited to: poor intrauterine growth; premature birth; seizures; and birth defects.
 - Specific drugs often pose specific problems in the baby:
 - Heroin and other opiates (including methadone): significant withdrawal, sometimes lasting four (4) to six (6) months. Seizures may occur from methadone withdrawal.
 - Amphetamines: low birthweight; premature birth.
 - Cocaine: poor fetal growth; developmental delays; learning disabilities; and lower IQ.
 - Marijuana: lower birthweights.

- Alcohol: slow growth during pregnancy and after birth; deformities of the head and face; heart defects; and intellectual disabilities.
- Cigarettes: smaller babies than non-smokers; increased risk for premature birth and stillbirth.
- What are the symptoms of NAS?
 - Symptoms may vary depending on the type of substance used and the last time it was used. Symptoms of withdrawal may begin as early as 24-48 hours after birth or as late as five (5) to ten (10) days.
 - The following are the most common symptoms:
 - Tremors (trembling).
 - Irritability (excessive crying).
 - Sleep problems.
 - High-pitched crying.
 - Tight muscle tone.
 - Hyperactive reflexes.
 - Seizures.
 - Yawning, stuffy nose and sneezing.
 - Poor feeding and sucking.
 - Vomiting.
 - Diarrhea.
 - Dehydration.
 - Sweating.
 - Fever or unstable temperature.
- How is NAS diagnosed?
 - An accurate report of the mother's drug usage is important, including the time of the last drug taken. A neonatal abstinence scoring system may be used to help diagnose and grade the severity of the withdrawal.

- How is NAS treated?
 - Babies suffering from withdrawal are irritable and often have a difficult time being comforted. Swaddling or snugly wrapping the baby in a blanket may help comfort the baby. Babies may also need extra calories because of their increased activity and may need a higher calorie formula. Intravenous fluids are sometimes needed if the baby becomes dehydrated or has severe vomiting or diarrhea.
 - Some babies may need medications to treat severe withdrawal symptoms, such as seizures and to help relieve the discomfort and problems of withdrawal. The treatment drug is usually in the same family of drugs as the substances the baby is withdrawing from. Once the signs of withdrawal are controlled, the dosage is gradually decreased to help wean the baby off the drug.

For additional information regarding NAS, see the [Child Welfare Information Gateway](#).

10.11 Appendix C: Screening Tools Used with Pregnant or Postpartum Mothers

10.11.1 DBHDS screening resource

There are numerous screening instruments that can be used with pregnant and child bearing age women. For more information see the [DBHDS website](#).

10.11.2 The 4 P's

The 4Ps (Parents, Partners, Past and Pregnancy) was developed for use with pregnant women and women of child bearing age. This screening device is often used as a way to begin discussion about drug and alcohol use. Any woman who answers yes to one or more questions should be referred for further assessment.

1. Have you ever used drugs or alcohol during this **PREGNANCY**?
 - a. Yes
 - b. No
2. Have you had a problem with drugs or alcohol in the **PAST**?
 - a. Yes
 - b. No
3. Does your **PARTNER** have a problem with drugs or alcohol?
 - a. Yes
 - b. No
4. Do you consider one of your **PARENTS** to be an addict or alcoholic?
 - a. Yes
 - b. No

10.11.3 The 5 Ps

The 5Ps was adapted by the Massachusetts Institute for Health and Recovery in 1999 from Dr. Hope Ewing's 4Ps (1990). This screening instrument is actually six (6) questions. It is the 4Ps and an additional question on peers and on smoking.

Before asking the following questions, develop a comfortable rapport with the mother. Any woman who answers yes to one or more questions should be referred for further assessment.

1. Did any of your PARENTS have a problem with using alcohol or drugs?
 - a. Yes
 - b. No
 - c. No answer
2. Do any of your friends (PEERS) have problems with drug or alcohol use?
 - a. Yes
 - b. No
 - c. No answer
3. Does your PARTNER have a problem with drug or alcohol use?
 - a. Yes
 - b. No
 - c. No answer
4. Before you were PREGNANT, how often did you drink beer, wine, wine coolers or liquor or use any kind of drug?
 - a. Not at all
 - b. Rarely
 - c. Sometimes
 - d. Frequently
 - e. No answer
5. In the PAST month, how often did you drink beer, wine, wine coolers or liquor or use any kind of drug?
 - a. Not at all
 - b. Rarely

- c. Sometimes
 - d. Frequently
 - e. No answer
6. How much did you SMOKE before you knew you were pregnant?
- a. Don't smoke
 - b. ½ pack a day
 - c. 1 pack a day
 - d. 1-2 packs a day
 - e. No answer

10.12 Appendix D: Sample Plan of Safe Care

PLAN OF SAFE CARE FOR MOTHER, OTHERS AND SUBSTANCE-EXPOSED INFANTS

A Plan of Safe Care is a guide developed by service providers with their clients to ensure mothers and others have the necessary resources to safely care for the unique challenges of an infant who is exposed to substances during pregnancy. Each woman and infant's needs vary.

A Plan of Safe Care should include input from all service providers involved in the mother and infant's care to promote the best health outcomes. Service Providers can include: OB/GYNs, Doctors, Nurse Practitioners, Midwives, Opioid Treatment Programs, Community Service Boards, Child Welfare Providers, Home Visitors, and Part C Early Intervention.

HEALTH CARE		
	Plan (include WHO, WHEN, WHERE)	Comments
Prenatal Medical Care (Mother)		

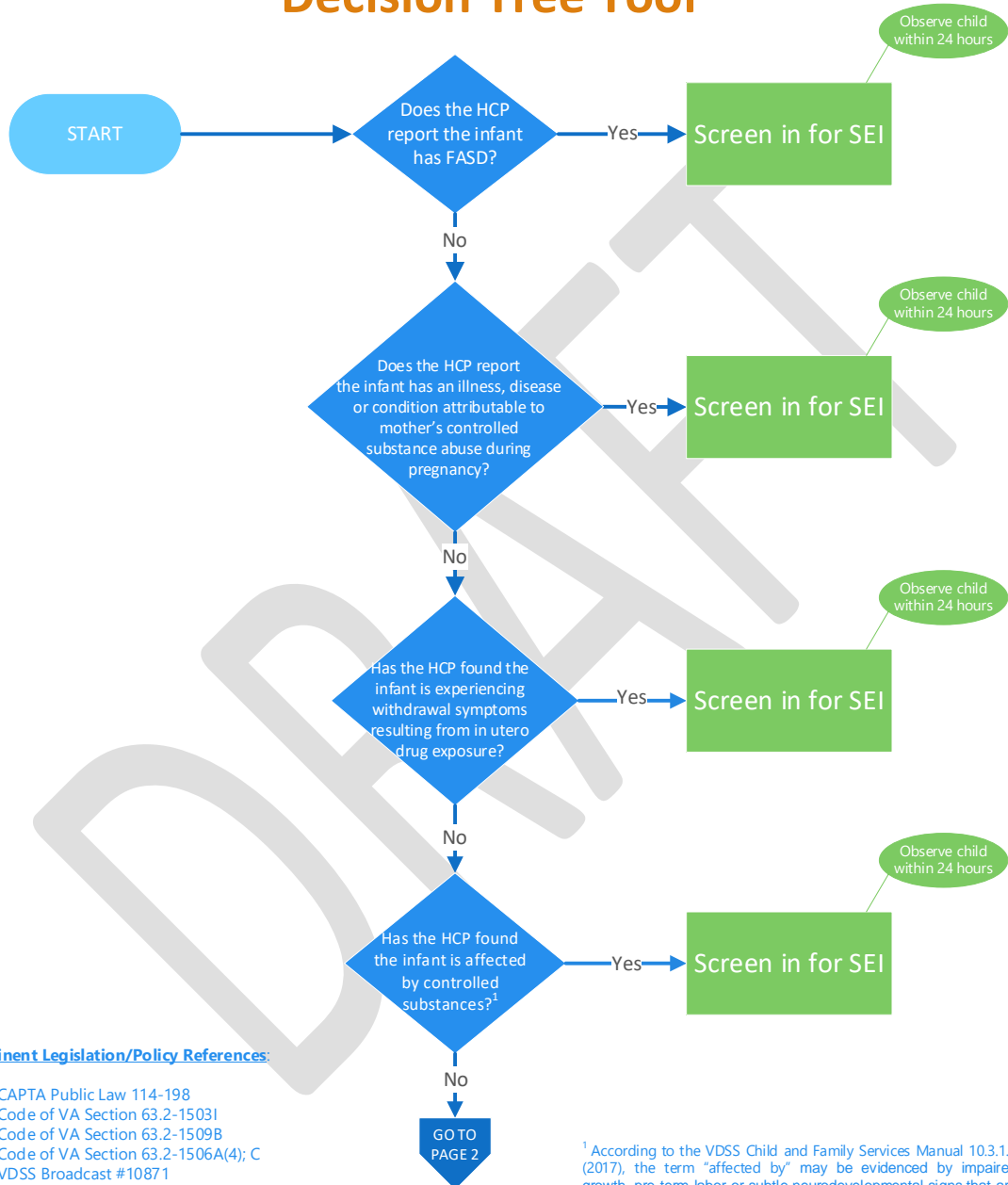
Medical Care Post-Natal (Mother/others)		
Medical Care Coverage for Mother (e.g. FAMIS, Medicaid, private insurance, etc.)		
Delivery Plan (e.g. location, transportation, personal needs, medication at birth, etc.)		
Other		
SUBSTANCE USE AND MENTAL HEALTH		
	Plan (include WHO, WHEN, WHERE)	Comments
Mental Health Treatment		
Substance Use Assessment		
Substance Use Treatment		
Medication Assisted Treatment		
Other		
DAILY LIVING		

	Plan (include WHO, WHEN, WHERE)	Comments
Financial Supports		
Safe Housing		
Food		
Transportation		
Other		
CHILD NEEDS		
	Plan (include WHO, WHEN, WHERE)	Comments
Safe Sleep Practices		
Post-discharge Supports		
Basic needs post-delivery (e.g. diapers, formula, clothing, crib, car seat, etc.)		
Breast Feeding (Y/N)		
Medical Care Coverage for Child (e.g. FAMIS, Medicaid, private insurance, etc.)		
Child Care		
Pediatric Care		
WIC		

Medical Home		
Other		
SUPPORTS		
	Plan (include WHO, WHEN, WHERE)	Comments
Family		
Formal Support Systems (e.g. DBHDS, CSB, CSA, CPS, DSS, VDH, etc.)		
Information Sharing (Release of Information)		
Home Visiting Program		
Early Intervention (Part C)		

10.13 Appendix E: Substance Exposed Infant Decision Tree

Substance-Exposed Infants (SEI)
 Decision Tree Tool



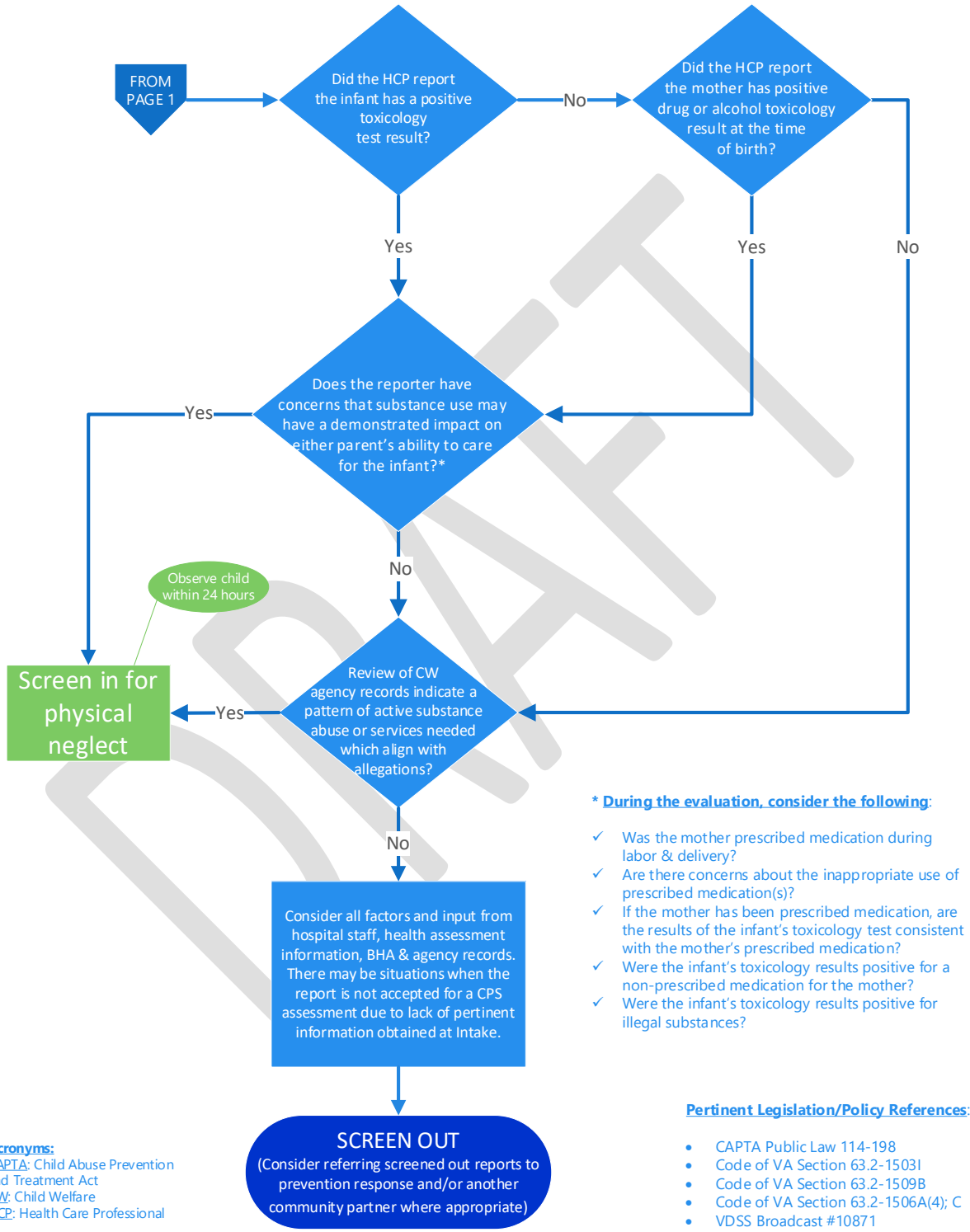
Pertinent Legislation/Policy References:

- CAPTA Public Law 114-198
- Code of VA Section 63.2-15031
- Code of VA Section 63.2-1509B
- Code of VA Section 63.2-1506A(4); C
- VDSS Broadcast #10871

Acronyms:
 FASD: Fetal Alcohol Spectrum Disorder
 HCP: Health Care Professional
 Rev Date: 7/19/18

¹ According to the VDSS Child and Family Services Manual 10.3.1.1 (2017), the term "affected by" may be evidenced by impaired growth, pre-term labor or subtle neurodevelopmental signs that are more difficult to define in the newborn and infancy stages. An alcohol or other drug affected infant is one in which there is detectable physical, developmental, cognitive or emotional delay or actual harm that is associated with parental substance use. The LDSS should collect and document how the child is affected by parental substance abuse.

SEI Decision Tree Tool (Page 2)



11

CHILD DEATHS

TABLE OF CONTENTS

11.1	Introduction	4
11.2	Report a child death	4
11.2.1	Report child death to District Office of the Chief Medical Examiner	5
11.2.2	Report child death to local Commonwealth's Attorney and law enforcement	5
11.2.3	Report child death to CPS regional consultant	5
11.2.4	Submit preliminary information concerning the child death	6
11.2.4.1	Logistical information	6
11.2.4.2	Demographic information	6
11.2.4.3	Reporting requirements	7
11.2.4.4	Circumstances surrounding the child's death	7
11.2.4.5	LDSS's plan of action	7
11.3	Investigation of child death	8
11.3.1	Death of foster child	8
11.3.2	Child Death Case Reporting Tool	8
11.3.3	Assessing safety in a child fatality	8
11.3.4	Assessing risk in a child fatality	9
11.3.5	CPS Regional Consultant to provide technical assistance	9
11.3.6	Suspensions of child death investigations	9
11.3.7	Notify CPS Regional Consultant of disposition	10
11.4	Local, regional, and state child fatality reviews	10
11.4.1	Local and regional child death review teams	10
11.4.2	Regional Child Fatality Review Teams	12

11.4.2.1	Purpose of child fatality review	12
11.4.2.2	Role and responsibilities of CPS worker.....	12
11.4.2.3	Presenting a case for the child fatality review meeting.....	13
11.4.2.4	Regional child fatality review prevention initiatives.....	14
11.4.3	State Child Fatality Review Team.....	15
11.5	Release of child fatality or near fatality information	15
11.5.1	Guidelines for release of information in a child fatality or near fatality.....	15
11.5.2	Exceptions for release of information in a child death.....	16
11.6	Retention of CPS report involving a child death	16
11.7	Appendix A: Preliminary Child Fatality/Near-Fatality Information Form	18
11.8	Appendix B: The LDSS and the Child Fatality Review Team.....	21
11.8.1	Who can attend a CFRT.....	21
11.8.2	What to bring to a meeting	21
11.8.3	What to expect at the meeting.....	21
11.8.4	Case Presentation.....	22
11.8.5	Confidentiality.....	23
11.9	Appendix C: Additional Resources for Child Fatalities	24
11.9.1	American Academy of Pediatrics.....	24
11.9.2	The National Center for the Review and Prevention of Child Death.....	24
11.9.3	Sudden Unexpected Infant Death (SUID) vs. Sudden Infant Death Syndrome (SIDS)	24
11.9.4	Investigating child fatalities.....	24
11.10	Appendix D: Child Fatality Checklist.....	25
11.11	Appendix E :The National Center for the Review and Prevention of Child Death Guidance on the Role of Key Professionals on Child Death Review Teams	27
11.11.1	Law Enforcement	27
11.11.2	Child Protective Services (CPS).....	27
11.11.3	Commonwealth's Attorney.....	28
11.11.4	Medical Examiner.....	29
11.11.5	Public Health	30
11.11.6	Pediatrician or Other Family Health Provider.....	30
11.11.7	Emergency Medical Services (EMS)	31
11.12	Appendix F: Child Death/Injury Interview and Documentation Guide.....	32
11.12.1	Things to observe.....	32

11.12.1.1	Child/victim observations	32
11.12.1.2	Home observations	33
11.12.1.3	Parent/caretaker observations (or anyone in the home)	33
11.12.2	The interview.....	34
11.12.3	Fatality investigations	35
11.12.4	Conserations for Sudden Infant Death Syndrome (SIDS) or Sudden Unexplained Infant Death Syndrom (SUIDS).....	37
11.13	Appendix G: Color Coded Guide for Completing the National Child Death Review Case Reporting Tool- Version 5.0.....	38
11.14	Appendix H: Near Child Fatalities	43
11.14.1	Definition of “near fatality”.....	43
11.14.2	Documentation and notification of near fatalities	43

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11

CHILD DEATHS

11.1 Introduction

The review of child deaths reported to Child Protective Services (CPS) can best be achieved through a multi-agency, multi-disciplinary process that routinely and systematically examines circumstances surrounding reported deaths of children. The purpose of the review is to enable the Virginia Department of Social Services (VDSS), the local departments of social services (LDSS), and local community agencies to identify important issues related to child protection and to take appropriate action to improve our collective efforts to prevent child fatalities. The review process at all levels emphasizes that VDSS is not alone in its responsibility to protect children, and reports should address issues of interagency collaboration, communication, and decision-making.

The investigation of a child death is usually conducted jointly with law enforcement. The LDSS must complete the investigation according to guidance and policy set forth in the VDSS Child and Family Services Manual Chapter C, [Section 3: Complaints and Reports](#) and [Section 4: Family Assessments and Investigations](#).

If the fatality occurs in an Out-of-Family setting, the LDSS must complete the investigation in accordance with [Section 5: Out-of-Family Investigations](#).

There are some additional notifications and reporting requirements for all child deaths included in this section. All child fatality cases reported to CPS are reviewed at the regional level by the Child Fatality Review Team. (CFRT)

A child fatality checklist has been included in [Appendix D](#) and can be found on the [public website](#) under forms. This checklist is optional and may be helpful to use to ensure compliance with the additional notifications and reporting requirements for child fatalities.

11.2 Report a child death

The Virginia Administrative Code (VAC) requires the LDSS to contact the District Office of the Chief Medical Examiner, Commonwealth's Attorney, and local law enforcement when a report or complaint alleging abuse or neglect involves the death of a child.

11.2.1 Report child death to District Office of the Chief Medical Examiner

([22 VAC 40-705-50 F1](#)). When abuse or neglect is suspected in any case involving the death of a child, the local department shall report the case immediately to the regional medical examiner and local law-enforcement agency pursuant to [§ 63.2-1503 E](#) of the Code of Virginia.

The LDSS shall **immediately** notify the [District Office of the Chief Medical Examiner](#) when the LDSS receives a complaint or report of abuse or neglect involving the death of a child. The LDSS should advise the Medical Examiner if the LDSS will be proceeding with an investigation and provide any preliminary information about the child and the caretakers to include any prior child welfare history. The CPS worker shall document this notification in the child welfare information system.

11.2.2 Report child death to local Commonwealth's Attorney and law enforcement

([22 VAC 40-705-50 F2](#)). When abuse or neglect is suspected in any case involving the death of a child, the local department shall report the case immediately to the attorney for the Commonwealth and the local law-enforcement agency pursuant to [§ 63.2-1503 D](#) of the Code of Virginia.

The LDSS shall **immediately** notify the local Commonwealth's Attorney and local law enforcement when the LDSS receives a complaint or report of suspected abuse or neglect involving the death of a child. The LDSS should advise the Commonwealth's Attorney and local law enforcement if the LDSS will be proceeding with an investigation and provide any preliminary information about the child and the caretakers. The CPS worker shall document this notification in the child welfare information system.

11.2.3 Report child death to CPS regional consultant

([22 VAC 40-705-50 F3](#)). The local department shall contact the Department immediately upon receiving a complaint involving the death of a child and at the conclusion of the investigation.

The LDSS's CPS supervisor or supervisor's designee shall contact the CPS Regional Consultant **immediately** upon receiving a complaint involving the death of a child. The CPS worker shall document this notification in the child welfare information system.

The CPS Regional Consultant shall ensure the completion of the Preliminary Child Fatality/Near-Fatality Information Form and forward it to the CPS Program Manager **within 24 hours** of receipt of the information pertaining to the death of the child.

The CPS Program Manager shall inform the Commissioner's Office of the child death **within 24 hours**. This information is also shared with the State Board of Social Services.

11.2.4 Submit preliminary information concerning the child death

The LDSS shall provide the following preliminary information concerning the child death to the CPS Regional Consultant who will submit the information on the Child Fatality/Near-Fatality Information Form to the CPS Program Manager. The form can be found on the [public website](#) and in [Appendix A](#).

The Preliminary Child Fatality/Near-Fatality Information Form provides initial or preliminary information about the child death and shall be completed with as much of the following information as possible.

11.2.4.1 Logistical information

- Name of LDSS.
- Name of investigating worker.
- Name of CPS supervisor.
- Date of complaint.
- Referral number.
- Person making the complaint.
- CPS Regional Consultant.

11.2.4.2 Demographic information

- Name of deceased child.
- Deceased child's date of birth.
- Date of child's death.
- Sex of child.
- Race of child.
- Type of alleged abuse/neglect.
- Name of alleged abuser/neglector.

- Relationship of alleged abuser/neglector to child.

11.2.4.3 Reporting requirements

- Date reported to CPS Regional Consultant.
- Date reported to Commonwealth's Attorney.
- Date reported to law enforcement.
- Date reported to District Office of the Chief Medical Examiner.
- Date reported to CPS Program Manager.

11.2.4.4 Circumstances surrounding the child's death

- Detailed description of the child's death (when, where, why, how, who, and any related problems, including type of abuse/neglect).
- Information concerning the family's prior involvement with the LDSS (include a summary of prior reports and referral numbers).
- Information concerning the alleged perpetrator of the child's death (relationship to victim or other family members).
- Identification (including names and ages) of any siblings of the deceased child (requires conducting a safety assessment of any siblings of the deceased child and development of a Safety Plan, if safety decision is Conditionally Safe or Unsafe).

11.2.4.5 LDSS's plan of action

- Description of the LDSS's investigation plan.
- Description of the CPS Regional Consultant's planned involvement and assistance.
- Date disposition is due.
- Any additional concerns or comments.

11.3 Investigation of child death

When a CPS report involves a child death, the LDSS must meet ALL investigation requirements according to the CPS Guidance Manual. Refer to [Section 3, Complaints and Reports](#) and [Section 4, Family Assessment and Investigation](#).

Additional resources regarding child fatality investigations can be found in [Appendix C](#).

11.3.1 Death of foster child

If the child fatality involves a child in the custody of the LDSS who is in a locally approved foster home, the LDSS should request a neighboring locality to assume jurisdiction and conduct the investigation.

11.3.2 Child Death Case Reporting Tool

The CPS Regional Consultant will provide the LDSS with the case reporting tool from the [National Maternal Child Health \(MCH\) Center for Child Death Review](#) upon initial notification of a child death. The case reporting tool is also located on the [public website](#). When completing the tool, the CPS worker should always refer to the definitions and instructions provided in the data dictionary, which is located with the tool.

The purpose of the case reporting tool is to collect comprehensive information from multiple agencies that participate in the child fatality review. The form will document the circumstances involved in the death, investigative actions, services provided or needed, key risk factors and actions recommended and/or taken by the regional child fatality review team.

The CPS worker should complete the information on the tool to the best of their ability throughout the investigation. **If an attempt was made to find the answer but a sufficient answer could not be found, mark "U/K." If no attempt was made to find the answer, leave blank.** The CPS worker should obtain detailed information and complete the sections as referenced in [Appendix G](#), which can also be accessed and printed from [FUSION](#).

The remaining sections of the case reporting tool will be completed at the regional fatality review team meeting.

11.3.3 Assessing safety in a child fatality

If there are no other children in the home, the safety assessment will be safe. If there are other children in the home, the safety assessment will be either conditionally safe (requires a safety plan) or unsafe (requires a court order) as death of child will be indicated in safety factor #1 on the safety assessment tool. "Caretaker caused serious

physical harm to the child and/or made a plausible threat to cause physical harm in the current investigation/assessment.”

11.3.4 Assessing risk in a child fatality

When assessing risk using the CPS Risk Assessment Tool, there is a policy override when the parent/caretaker action or inaction resulted in the death of a child due to abuse or neglect (previous or current). Policy overrides reflect seriousness and/or child vulnerability concerns, and have been determined by VDSS to warrant a risk level of very high regardless of the risk level indicated by the assessment tool. It is recommended to open a case if the risk is high or very high; however, if there are no other children in the home it is not necessary to provide CPS services.

11.3.5 CPS Regional Consultant to provide technical assistance

The CPS Regional Consultant shall provide technical assistance to the LDSS throughout the investigation. The LDSS must consult with the CPS Regional Consultant prior to making the disposition and developing the service plan.

11.3.6 Suspensions of child death investigations

The Code of Virginia § [63.2-1505 B5](#) grants exceptions to completing certain investigations under specific conditions. In any child death investigation which requires reports or records generated outside the local department in order to complete the investigation, such as an autopsy, the time need to obtain these reports or records shall not be counted towards the 45 day timeframe to complete the investigation. These records must be necessary to complete the investigation and not available due to circumstances beyond the control of the local department. When the LDSS receives the reports or records, the 45 day timeframe resumes where it had left off, it does not start over.

The decision to suspend making a disposition within 45 days in these cases should be approved by a supervisor and documented in the child welfare information system. If the LDSS has the evidence necessary to make the disposition they should not suspend the investigation.

The LDSS should notify the alleged abuser/neglector or involved caretakers and the alleged victim's parents or guardians when suspending an investigation. The notification to the alleged abuser/neglector or involved caretakers should include a brief explanation of the reason for the suspension. If written notification is made, a copy of the notification must be included in the LDSS's record and documented in the child welfare information system. If notification is made verbally, then the LDSS must document the notification in the child welfare information system. The LDSS must document the justification in the child welfare information system for the additional time needed to complete the investigation.

As long as the investigation remains open, the LDSS retains all authorities and responsibilities of an investigation. The LDSS should document monthly updates in the child welfare information system until such time that the necessary reports or records to complete the investigation have been received.

11.3.7 Notify CPS Regional Consultant of disposition

Within ten (10) business days of making the disposition or as soon as possible thereafter, the LDSS must notify the CPS Regional Consultant with the final disposition, assessed risk and any pending criminal charges or investigations concerning the child death.

The CPS Regional Consultant must notify the CPS Program Manager of the final disposition, assessed risk and criminal charges (if any).

Each child death will be reviewed by a regional child fatality review team. The CPS Regional Consultant is responsible for scheduling the review of the child death with the regional child fatality review team.

Pursuant to [§ 32.1-283.2C](#) of the Code of Virginia,The review of a death shall be delayed until any criminal investigations connected with the death are completed or the Commonwealth consents to the commencement of such review prior to the completion of the criminal investigation.

11.4 Local, regional, and state child fatality reviews

The Code of Virginia authorizes reviews of child deaths at the local, regional, and/or state level.

11.4.1 Local and regional child death review teams

([§ 32.1-283.2](#) of the Code of Virginia). Local and regional child fatality review teams established; membership; authority; confidentiality; immunity.

A. Upon the initiative of any local or regional law-enforcement agency, fire department, department of social services, emergency medical services agency, Commonwealth's attorney's office, or community services board, local or regional child fatality teams may be established for the purpose of conducting contemporaneous reviews of local child deaths in order to develop interventions and strategies for prevention specific to the locality or region. Each team shall establish rules and procedures to govern the review process. Agencies may share information but shall be bound by confidentiality and execute a sworn statement to honor the confidentiality of the information they share. Violations shall be

punishable as a Class 3 misdemeanor. The State Child Fatality Review Team shall provide technical assistance and direction as provided for in subsection A of [§ 32.1-283.1](#).

B. Local and regional teams may be composed of the following persons from the localities represented on a particular board or their designees: a local or regional medical examiner, a local social services official in charge of child protective services, a director of the relevant local or district health department, a chief law-enforcement officer, a local fire marshal, the attorney for the Commonwealth, an executive director of the local community services board or other local mental health agency, and such additional persons, not to exceed five, as may be appointed to serve by the chairperson of the local or regional team. The chairperson shall be elected from among the designated membership. The additional members appointed by the chairperson may include, but are not restricted to, representatives of local human services agencies; local public education agencies; local pediatricians, psychiatrists and psychologists; and local child advocacy organizations.

C. Each team shall establish local rules and procedures to govern the review process prior to conducting the first child fatality review. The review of a death shall be delayed until any criminal investigations connected with the death are completed or the Commonwealth consents to the commencement of such review prior to the completion of the criminal investigation.

D. All information and records obtained or created regarding the review of a fatality shall be confidential and shall be excluded from the Virginia Freedom of Information Act ([§ 2.2-3700](#) et seq.) pursuant to subdivision 9 of [§ 2.2-3705.5](#). All such information and records shall be used by the team only in the exercise of its proper purpose and function and shall not be disclosed. Such information or records shall not be subject to subpoena, subpoena duces tecum, or discovery or be admissible in any criminal or civil proceeding. If available from other sources, however, such information and records shall not be immune from subpoena, subpoena duces tecum, discovery or introduction into evidence when obtained through such other sources solely because the information and records were presented to the team during a fatality review. No person who participated in the reviews nor any member of the team shall be required to make any statement as to what transpired during the review or what information was collected during the review. Upon the conclusion of the fatality review, all information and records concerning the victim and the family shall be returned to the originating agency or destroyed. However, the findings of the team may be disclosed or published in statistical or other form which shall not identify individuals. The portions of meetings in which individual cases are discussed by the team shall be closed pursuant to subdivision A 21 of [§ 2.2-3711](#). All team members, persons attending closed team meetings, and persons presenting information and records on specific fatalities to the team during closed meetings shall execute a sworn statement to honor the confidentiality of the information, records, discussions, and opinions disclosed during any

closed meeting to review a specific death. Violations of this subsection shall be punishable as a Class 3 misdemeanor.

E. Members of teams, as well as their agents and employees, shall be immune from civil liability for any act or omission made in connection with participation in a child fatality review team review, unless such act or omission was the result of gross negligence or willful misconduct. Any organization, institution, or person furnishing information, data, testimony, reports or records to review teams as part of such review, shall be immune from civil liability for any act or omission in furnishing such information, unless such act or omission was the result of gross negligence or willful misconduct.

11.4.2 Regional Child Fatality Review Teams

All child fatalities will be reviewed by the regional child fatality review team. The regional child fatality review team will examine the circumstances of the child's death.

11.4.2.1 Purpose of child fatality review

The purpose of a fatality review is:

- Conduct comprehensive multidisciplinary reviews.
- Better understand how and why children die.
- Improve child death investigations.
- Improve the systematic response to children in need.
- Use the findings to take action to prevent other deaths.
- Improve the health and safety of children.

11.4.2.2 Role and responsibilities of CPS worker

CPS is responsible for investigating the allegations of abuse or neglect and recommending services to children and families. CPS also serves as a liaison to other community resources. The CPS worker is responsible for providing vital information to the child review team to include:

- The case status.
- A summary of the investigation.

- Family and child history and socioeconomic factors such as employment, marital status, previous deaths, history of intimate partner violence, and history of substance abuse or mental illness.
- Prior CPS involvement.

The CPS worker will be notified by phone or in writing by the CPS Regional Consultant as to the date, time and location of the Regional Fatality Review meeting. The notification must include the child's initials, locality, date of birth, and date of death and referral number. In order to preserve confidentiality, e-mails should not include identifying information such as names. Prior to the meeting, the CPS worker should complete all documentation in the child welfare information system and all supervisory approvals should be done.

11.4.2.3 Presenting a case for the child fatality review meeting

The CPS worker, or the person who will present the case at the review meeting, should be prepared to verbally present the investigative details of the case. The following is a list of suggested questions that can be used as a guide for the verbal presentation:

- How was the agency notified of the fatality?
- What were the circumstances of the death? How was the injury described and explained? What was the supervision of the child? Were other persons present and what did they report?
- What was the agency initial response? Who responded and when? What was happening upon arrival? What were the responses of those present? Who was interviewed? What did they say? What was observed?
- Was the child or family known to DSS? If so, how?
- Were there any prior family assessments or investigations? What did they involve and what were the outcomes of those interventions?
- What safety factors and protective capacities were identified? What risk factors were identified?
- What services have been provided to the family before and after the fatality?

The presenter should bring the case reporting tool from the [National MCH Center for Child Death Review](#) with pertinent information completed, to the review meeting and give to the team recorder, who will complete the remainder of the

tool. The CPS Regional Consultant should request submission of the completed case reporting tool no later than **five business days** before the meeting. The final completed tool will be entered into the National MCH Center for Child Death Review database.

The presenter should also bring a copy of the case record, including any photographs.

Maintaining confidentiality is extremely important. The CPS worker or presenter will be asked to sign a confidentiality form at the review meeting. Section [§ 32.1-283.2](#) of the Code of Virginia pertains to confidentiality:

([§ 32.1-283.2](#) of the Code of Virginia). D. All information and records obtained or created regarding the review of a fatality shall be confidential and shall be excluded from the Virginia Freedom of Information Act ([§ 2.2-3700](#) et seq.) pursuant to subdivision 9 of [§ 2.2-3705.5](#). All such information and records shall be used by the team only in the exercise of its proper purpose and function and shall not be disclosed.... The portions of meetings in which individual cases are discussed by the team shall be closed pursuant to subdivision A 21 of [§ 2.2-3711](#). All team members, persons attending closed team meetings, and persons presenting information and records on specific fatalities to the team during closed meetings shall execute a sworn statement to honor the confidentiality of the information, records, discussions, and opinions disclosed during any closed meeting to review a specific death. Violations of this subsection shall be punishable as a Class 3 misdemeanor.

For additional information on what to expect at a child fatality review team and a tip sheet for presenters please see [Appendix B](#). For additional information regarding the roles of all key professionals on child fatality review teams please see [Appendix E](#).

11.4.2.4 Regional child fatality review prevention initiatives

The Regional Child Fatality Review Teams will be asked to report to the CPS Program Manager on an annual basis, describing significant findings and themes from the reviews as well as any recommendations or initiatives as a result of the team's discussion of that year's child death cases. These may include actions in the recommended, planning or implementation stage. These actions may be short or long term. These actions may be at the local, state, or national level. Some examples of actions may include conducting media campaigns, having public forums, revising policy, providing training, implementing new programs, or enacting new laws.

11.4.3 State Child Fatality Review Team

The Code of Virginia established a statewide team to analyze child deaths in a systematic way. This includes child deaths due to abuse or neglect as well as child deaths due to other causes.

(§ [32.1-283.1](#) of the Code of Virginia). State Child Fatality Review Team established; membership; access to and maintenance of records; confidentiality; etc.

A. There is hereby created the State Child Fatality Review Team, hereinafter referred to as the "Team," which shall develop and implement procedures to ensure that child deaths occurring in Virginia are analyzed in a systematic way. The Team shall review (i) violent and unnatural child deaths, (ii) sudden child deaths occurring within the first 18 months of life, and (iii) those fatalities for which the cause or manner of death was not determined with reasonable medical certainty. No child death review shall be initiated by the Team until conclusion of any law-enforcement investigation or criminal prosecution. The Team shall (i) develop and revise as necessary operating procedures for the review of child deaths, including identification of cases to be reviewed and procedures for coordination among the agencies and professionals involved, (ii) improve the identification, data collection, and record keeping of the causes of child death, (iii) recommend components for prevention and education programs, (iv) recommend training to improve the investigation of child deaths, and (v) provide technical assistance, upon request, to any local child fatality teams that may be established. The operating procedures for the review of child deaths shall be exempt from the Administrative Process Act (§ [2.2-4000](#) et seq.) pursuant to subdivision 17 of subsection B of § [2.2-4002](#).

11.5 Release of child fatality or near fatality information

There are specific requirements related to the release of information in child deaths. The general discussion of laws and regulations regarding confidentiality and disclosure of information are discussed in [Section 9: Confidentiality](#) of this manual. The VAC requires the VDSS to develop guidelines allowing for public disclosure in instances of a child death.

([22 VAC 40-705-160 A6](#)). Pursuant to the Child Abuse Prevention and Treatment Act, as amended ([42 USC § 5101](#) et seq.), the department shall develop guidelines to allow for public disclosure in instances of child fatality or near fatality.

11.5.1 Guidelines for release of information in a child fatality or near fatality

The VAC establishes the information that can be released in child abuse or neglect cases with a child death.

([22 VAC 40-910-100 B](#)). Releasing confidential social services information.

3. b. Child Protective Services Client Records and Information Disclosure:

(1) Child protective services client records can be released to persons having a legitimate interest pursuant to [§ 63.2-105 A](#) of the Code of Virginia.

(2) The public has a legitimate interest to limited information about child abuse or neglect cases that resulted in a child fatality or near fatality. Pursuant to the Child Abuse and Prevention Treatment Act (CAPTA), as amended (P.L. 108-36(42 USC §5106a)) states must have provisions that allow for public disclosure of the findings or information about the case of child abuse or neglect that has resulted in a child fatality or near fatality. Accordingly, agencies must release the following information to the public, providing that nothing disclosed would be likely to endanger the life, safety, or physical or emotional well-being of a child or the life or safety of any other person; or that may compromise the integrity of a Child Protective Services investigation, or a civil or criminal investigation, or judicial proceeding:

(a) The fact that a report has been made concerning the alleged victim child or other children living in the same household;

(b) Whether an investigation has been initiated;

(c) The result of the completed investigation;

(d) Whether previous reports have been made concerning the alleged victim child or other children living in the same household and the dates thereof, a summary of those previous reports, and the dates and outcome of any investigations or actions taken by the agency in response to those previous reports of child abuse or neglect;

(e) The agency's activities in handling the case.

11.5.2 Exceptions for release of information in a child death

Pursuant to [§ 32.1-283.1 D](#) of the Code of Virginia, information gathered at local, regional or state child fatality review is exempt from being released. These teams can publish information in statistical or other forms that do not identify the individual decedent.

11.6 Retention of CPS report involving a child death

The Code of Virginia [§ 32.1-283.1 D](#) requires the records of all reports involving a child death to be retained until the State Child Fatality Review Team has had an opportunity to review them. The reports to be retained include screened out reports and founded and unfounded investigations. The LDSS may contact the CPS Regional Consultant if there

is any question about retention of a specific record. The child welfare information system must indicate a child death occurred so the record will not be purged prematurely.

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11.7 Appendix A: Preliminary Child Fatality/Near-Fatality Information Form

The Preliminary Child Fatality/Near-Fatality Information Form provides initial or preliminary information and shall be completed with as much of the following information as possible:

CAPTA (Child Abuse Prevention and Treatment Act) defines a “near fatality” as an act that, as certified by a physician, places the child in serious or critical condition

(22VAC40-705-10) “Life-threatening condition” means a condition that if left untreated, more likely than not will result in death and for which the recommended medical treatments carry a probable chance of impairing the health of the individual or a risk of terminating the life of the individual.

A near-fatality requires that a physician certify that a child is in serious or critical condition at the time of the report. Such certification can be either in writing or verbal. Hospital records which indicate the child’s condition is serious or critical and life threatening are sufficient. The physician certification must be documented in the child welfare information system.

Referral #:

Date of Complaint:

LDSS:	
Investigating Worker:	Phone:
CPS Supervisor:	Phone:
Person Making Complaint:	

Section A: Referral Information

Name of Child:			
Child’s Date of Birth:		Date of Child’s Death/Significant Event:	
Sex of Child: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Unknown	
Type of Alleged Abuse or Neglect: <input type="checkbox"/> Physical Neglect <input type="checkbox"/> Medical Neglect <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Mental Abuse/Neglect			
Name of Alleged Abuser/Neglector:			
Relationship of Alleged Abuser / Neglector to Child:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parents <input type="checkbox"/> Grandmother <input type="checkbox"/> Other	<input type="checkbox"/> Grandfather <input type="checkbox"/> Foster Parent <input type="checkbox"/> Uncle <input type="checkbox"/> Aunt <input type="checkbox"/> Child Care Worker (reg)	<input type="checkbox"/> Siblings <input type="checkbox"/> Stepparent <input type="checkbox"/> Father’s Paramour <input type="checkbox"/> Mother’s Paramour <input type="checkbox"/> Child Care Worker (unreg)
Name of second abuser:			
Relationship of 2 nd Abuser to Child (if applicable):			

Section B: Reporting Requirements

CPS Regional Specialist:	Date Reported:
VDSS CPS Program Manager:	Date Reported:
Law Enforcement:	Date Reported:
Commonwealth's Attorney:	Date Reported:
Regional Medical Examiner:	Date Reported:

Detailed Description of the Child's Death/Significant Event (When, where, why, how, who, and any related problems.)

Section C: Circumstances Surrounding the Child's Death/Significant Event

Family's Prior Involvement with the LDSS:

Program
CPS Case/Referral: Summary of Involvement:
Benefits Case/Referral: Summary of Involvement:
FC/Adoption Case/Referral: Summary of Involvement:
Other:

Siblings of the (Victim) Child – (Requires conducting a safety assessment of any siblings of the victim child and development of a safety plan, if safety decision is conditionally safe or unsafe):

Sibling Name	DOB	Race	Sex	Initial Safety Decision, please choose from: "safe", "conditionally safe", or "unsafe"
Safety Plan Summary:				

LDSS Action Plan (describe Investigation Plan; Regional Specialist’s planned involvement and assistance; and any additional comments and concerns.

Disposition Due Date:

Update/Addendum:

11.8 Appendix B: The LDSS and the Child Fatality Review Team

The following information is borrowed from [The National Center on Child Fatality Review](#) and has been edited for Virginia teams.

Attending a Child Fatality Review Team (CFRT) meeting for the first time may seem somewhat overwhelming. LDSS may ask their staff to attend to present a case or staff may wish to attend a meeting for training purposes as an introduction to the concept of child death reviews. Attending a CFRT meeting can also enhance the worker's investigative skills. CPS staff that have had a child death on their caseload can benefit from attending a meeting so that they can share first hand case experience and be an integral part of the response to that death. First hand observations have substance and texture that are lost in the text of written reports.

11.8.1 Who can attend a CFRT

Some LDSS staff may want to take a co-worker or supervisor to their first meeting. Time with a co-worker or supervisor after the meeting may provide a resource and opportunity to debrief.

11.8.2 What to bring to a meeting

Please bring the entire record including any photographs. For those who are presenting information at the CFRT, preparation is imperative, which means bringing all information about the case that might be helpful to the team. If presenting, staff should also make sure they are familiar with their agency's official protocols for sharing case material. Be sure to bring the [National Maternal Child Health \(MCH\) Center for Child Death Review](#) Case Report tool, having completed as much as possible during the investigation.

11.8.3 What to expect at the meeting

As a first-time presenter to the CFRT meeting, you may know some of the team members. Introductions should help you meet others you don't know. You may want to talk to some of them before or after the meeting, as they may bring you resources for other cases. You may have a chance to ask a question of an expert who would otherwise be lost in a chain of command between agencies. Take advantage of the opportunity. Most people on child fatality review teams want to be helpful.

Distractions may exist in the room. Your agency might be defensive, resistant to sharing, and even concerned about blame. You may feel awkward about speaking in a group. Focus on why you are there. Teams are generally protective of each other, even if you are a new member or a visitor. Don't be afraid to ask questions about what you don't understand.

Some people attending a CFRT meeting may feel quite anxious as they approach and enter the room. Others may consider it just another meeting. You will be asked to sign a Confidentiality Agreement before each case presentation. Prior to the presentation of cases, you will be asked to introduce yourself. Your team coordinator or chair may inform you of the process that cases are presented. Cases are reviewed one by one. Each agency will have a turn to share what they know about the death. The process is simple. During the meeting, if you are attending for a specific case, you may be asked to present if you have knowledge of the case or have recommendations. Just relax; be honest and responsible. During most of the meeting, you will have the opportunity to listen to others. If you have something to add, share it. Be factual.

It is not necessary to use names while presenting a case. For example you can use terms such as victim child, siblings, parents, maternal grandparents, neighbors, etc.

11.8.4 Case Presentation

Be thorough yet succinct in presenting your case to the team. Avoid reading from your records. Provide a summary of the agency's involvement with the family and response to this child's fatality. Imagine presenting the information as if telling a story of the incident. It may be helpful to start with the injury and/or death notification to your agency and then move (1) forward to describe your investigation and conclusions on the death and (2) backward from the death to other knowledge and/or contact with the child and his/her family and caregivers. Some suggested questions to answer:

- How was your agency notified of the death? When? Why? By whom?
- What were the circumstances of the death? How was the child's injury described and explained? What did the primary caregiver report about behavior and supervision of the child around the time of the injury? Were other persons present in the household? What did they report about the incident?
- What was your agency's response? Who responded? When? What was going on when you arrived and what did you do while you were there? What was the response from the family/parents/witnesses upon your arrival? What did you do while you were there? With whom did you speak? Were they cooperative? What was the affect of the individuals during your interaction or observation?
- Was the family known to your agency prior to this fatality? Why?
- If your agency did assessments of the child or caregivers, what were the outcomes of those assessments?
- What risk and protective factors were present in the child's life?

- Were you already providing services to this family at the time of the fatality? Had you previously provided services? Did you provide services after this fatality? Describe all services provided.

11.8.5 Confidentiality

Honor confidentiality. The basic rule is that everything stays in the room. The exception is that members may continue contact after the meeting to gather information useful for a case. Material taken to court should be collected separately from the team process. Sometimes, the possibility of a subpoena or court order may be the deciding factor in how information is shared. The rules for sharing records are complicated by different laws and different legal opinions on the meaning of the same law.

Most guidelines define what you should not do. Review of child death brings up the counter question regarding the legal hazards of not sharing. Agencies can be held liable for what they don't do, as well as what they do.

You should not share specific case information or team comments outside of the team. The exception is for necessary case management. Ask for assistance or have your team manage this process. You may share general information on the process with a colleague in your agency. You may want to share general comments with no possible case identifiers with your family or friends to debrief yourself and manage your personal reaction to the death of a child. However, families and friends might not want to hear such material.

Ask questions if you want to know how much and with whom you can share information. If the material bothers you, look for a safe outlet. Protect and respect the process.

11.9 Appendix C: Additional Resources for Child Fatalities

The internet is abundant with information relating to child fatalities, child fatality review and investigations of child deaths. The following resources may assist the local CPS worker in the investigation of a child fatality.

11.9.1 American Academy of Pediatrics

The American Academy of Pediatrics Professional Journal, [Pediatrics](#), provides expert research and information on a variety of topics. The following articles may be useful to the LDSS staff:

[Improvements in Infant Sleep Position: We Can Do Better!](#)

[The National Center for Fatality Review and Prevention SIDS/SUID Fact Sheet](#)

11.9.2 The National Center for the Review and Prevention of Child Death

The [National Center for the Review and Prevention of Child Death](#) is a resource center for state and local CDR programs, funded by the Maternal and Child Health Bureau. It promotes supports and enhances child death review methodology and activities at the state, community and national levels.

11.9.3 Sudden Unexpected Infant Death (SUID) vs. Sudden Infant Death Syndrome (SIDS)

There is a difference between Sudden Unexpected Infant Death and Sudden Infant Death Syndrome. Sudden unexpected infant deaths (SUID) are defined as deaths in infants less than one (1) year of age that occur suddenly and unexpectedly, and whose cause of death are not immediately obvious prior to investigation. Sudden Infant Death Syndrome (SIDS) is defined as the sudden death of an infant less than one (1) year of age that cannot be explained after a thorough investigation is conducted, including a complete autopsy, examination of the death scene, and review of the clinical history. One resource for more information is the [Center for Disease Control and Prevention](#).

11.9.4 Investigating child fatalities

The Office of Juvenile Justice and Delinquency Prevention publishes a portable guide which presents practical information on the circumstances that point to the willful, rather than accidental, injury or death of an infant or child and the evidence required to prove it, as well as the techniques for obtaining such evidence. It is entitled [Battered Child Syndrome: Investigating Physical Abuse and Homicide](#).

11.10 Appendix D: Child Fatality Checklist

The following checklist can be located and printed from the [public website](#).

	OASIS / NOTIFICATIONS	DATE
1.	Received report entered into child welfare information system.	
2.	Fatality box checked in OASIS	
3.	Determine validity; assign response priority. Must be placed in investigation track. <ul style="list-style-type: none"> If victim is foster child in agency's custody, request a neighboring locality to investigate. If foster child is in another agency's custody, notify that locality immediately. 	
4.	Contact Regional CPS Program Consultant immediately using Preliminary Fatality/Near-Fatality Information form .	
5.	Notify regional Office of the Chief Medical Examiner, provide all information available.	
6.	Request copy of autopsy report in writing.	
7.	Notify Commonwealth's Attorney	
8.	Notify local law enforcement, provide all information available.	
	INVESTIGATION	
9.	Conduct investigation according to section 4 of policy/ guidance manual.	
10.	Complete as much as possible of the case reporting tool from National Maternal Child Health Center for Child Death Review	
11.	Assess Immediate Safety of siblings and Immediate Needs of the family. <ul style="list-style-type: none"> If fatality is only child in home, assess as safe. (do not check #1 safety factor) 	
12.	Assess risk (policy override to very high if a caretaker caused the child's death)	
13.	Contact CPS Program Consultant to review case prior to notifications being sent. <ul style="list-style-type: none"> The CPS Program Consultant must be notified within 10 days of making a disposition. 	
14.	ALL contacts and notifications must be documented in OASIS. <ul style="list-style-type: none"> Document results of the Autopsy Report in child welfare information system 	

15.	Regional Child Fatality Review to be scheduled by Regional CPS Program Consultant. <ul style="list-style-type: none">Review is postponed until all criminal investigations are complete unless consent is given by Commonwealth's Attorney.Present case at child fatality review team meeting (this is likely to be well after a disposition is made and the investigation is closed).	
16.	All fatality cases must be retained by LDSS until reviewed by State Child Fatality Review Team	

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11.11 Appendix E :The National Center for the Review and Prevention of Child Death Guidance on the Role of Key Professionals on Child Death Review Teams

The following information has been taken from: [The National Center for the Review and Prevention of Child Death--Roles of Team Members](#). Accessed September 28, 2012. . Material from this website is provided in an abbreviated and edited form here.

11.11.1 Law Enforcement

Law enforcement is often the first to respond to a scene and has responsibility for ensuring public safety, investigating the deaths of children, determining if crimes have occurred, and making arrests.

The law enforcement member can:

- Provide the team with information on:
 - The case status and investigation of the death scene.
 - The criminal histories of family members and suspects.
- Provide the team with expertise on law enforcement practices such as:
 - Death scene investigation, interviews and interrogations of witnesses and others.
 - Evidence collection.
- Support the team with assistance, particularly by acting as a liaison to other law enforcement agencies by:
 - Persuading officers from other agencies and/or jurisdictions to participate on the Child Death Review (CDR) team when there is a death in that jurisdiction.
 - Providing assistance to member agencies in working with area law enforcement.

11.11.2 Child Protective Services (CPS)

CPS is responsible for investigating allegations of child abuse or neglect and for recommending or providing services to children and families when abuse or neglect is alleged or confirmed. In addition, CPS is the liaison to the broader child welfare agency and many community resources.

The CPS member can:

- Provide the team with vital information on:
 - The case status and investigation summary for deaths the CDR team is reviewing.
 - The family's and child's history and socioeconomic factors that might influence family dynamics, including unemployment, divorce, previous deaths, history of domestic violence, history of substance abuse, and previous abuse of children.
 - Other children in the home and previous reports of neglect or abuse in the care of an alleged perpetrator and the disposition of those reports.
- Provide the team with expertise by:
 - Using specialized knowledge to design better intervention and prevention strategies to improve outcomes for children and their families and identify ways to integrate these strategies into the system.
 - Identifying local and state issues related to preventable deaths.
 - Educating the team regarding child protection issues and how the CPS system works.
 - Describing to the CDR team how to improve coordination with social service agencies.

11.11.3 Commonwealth's Attorney

This office is responsible for prosecuting the deaths of children when a criminal act was involved. This office often defines, by the cases they take to trial, what the standards of acceptable practices regarding child safety are in a community.

The Commonwealth's Attorney can:

- Provide the team with information on:
 - The case status for deaths the team is reviewing.
 - Previous criminal prosecution of family members or suspects in a child death.
 - Explanations when a case can or cannot be prosecuted.

- Legal terminology, concepts and practices.
- Support the team by:
 - Assisting in the development and implementation of strategies in the legal and criminal justice systems to prevent child deaths and serious child injuries.
 - Assisting in the development and implementation of strategies to improve the prosecution of child deaths and serious child injuries.
 - Acting as a liaison between the team and prosecutor/district attorney's offices in other jurisdictions.

11.11.4 Medical Examiner

This office is responsible for determining the cause and manner of death for children who die under suspicious, unexplained or unexpected circumstances.

The medical examiner can:

- Provide the team with information on:
 - The status and results of the office's investigation into a child death and explanation of the manner and cause determination.
 - The autopsy report and other investigation records, such as toxicology reports, scene investigations and medical history records.
- Provide the team with expertise by:
 - Educating the team on the elements and procedures followed by the Medical Examiner's office in investigating a child's death.
 - Giving specific information as to the nature of the child's injuries to aid investigators.
 - Educating the team on causes of child death.
 - Educating the team on medical issues including child injuries and child deaths, medical terminology, concepts and practices.
- Support the team by:
 - Providing access to and information from other medical examiners offices.

11.11.5 Public Health

This agency is responsible for birth and death records, other health statistics and for developing and implementing public health strategies to prevent injuries and deaths. The agency also is the lead agency for maternal and child health (MCH) and is responsible for programs that improve the health and safety of pregnant women, infants and children. The agency may have established Fetal-Infant Mortality Review Teams (FIMR). Public Health can often provide information on neighborhoods and families. Public Health nursing staff may have information from home visits. Some public health agencies may provide direct health care services. Most will have immunization records.

The public health member can:

- Provide the team with information on:
 - Contacts made between the family and the public health agency.
 - Birth and immunization records and death certificates.
 - Statistical data.
 - Access to epidemiological/health surveillance data.
 - Programs for high-risk families.
- Provide the team with expertise by:
 - Providing information on the development and implementation of public health prevention activities and programs.
 - Providing information and assistance on data collection and analysis.

11.11.6 Pediatrician or Other Family Health Provider

These professionals have expertise in health and medical matters concerning children.

The pediatrician or other family health provider can:

- Provide the team with information on:
 - Services provided to the child or family if seen by the health professional.
 - General health issues, including child development, injuries and deaths, medical terminology, concepts and practices.

- Provide the team with expertise by:
 - Offering expert opinion on medical evidence in a child death.
 - A medical explanation and interpretation of events based on rigorous medical training.
 - Sharing general knowledge of injuries, SIDS/SUID, child abuse/neglect and childhood disease.

11.11.7 Emergency Medical Services (EMS)

EMS personnel are often the first on the scene when a child dies or is seriously injured. EMS usually prepares run records of their response that they can share at reviews.

The EMS member can:

- Provide the team with information on:
 - EMS run reports.
 - Details on the scene, including the persons at the scene.
 - Medical information related to the emergency procedures performed.
- Provide the team with expertise by:
 - Giving detailed explanations of EMS procedures and protocols.
 - Sharing general knowledge based on EMS training and experience.
 - Helping the team understand and/or participate in critical stress debriefings.

11.12 Appendix F: Child Death/Injury Interview and Documentation Guide

The following guidelines were originally produced in 1997 by the Oklahoma Child Death Review Board, modified by Florida Department of Law Enforcement, and modified for Virginia.

These guidelines were developed for use in cases involving a child death or injury. In child death cases, there are many risk factors to be considered. A child death inquiry will include clues such as the age of the child, criminal history of the parent/ caretaker, history of domestic violence in the household, prior abuse history, hazardous housing conditions, substance abuse in the parent/ caretakers, and other factors. Some child fatalities are due to neglect which may mean the child died either because of the caretaker's actions or because the caretaker failed to act. Neglect covers a broad spectrum of child deaths that may include drowning, suffocation, heat stroke, and medical neglect. Neglect cases may result in outward signs on the child's body. Other child deaths such as those from abuse may not always show outward signs. These deaths may occur from internal injuries to the body. All observations should be documented however any "red flag" items should ensure a complete and comprehensive investigation. In child death cases, always contact the district office of the medical examiner, the Commonwealth's Attorney, and local law enforcement.

This is just a guide. These guidelines are NOT a substitute for your agency's policies and procedures. Follow your agency's procedures and medical direction.

11.12.1 Things to observe

11.12.1.1 Child/victim observations

- Appearance in general?
- Bed sharing?
- Body position/ place where found?
- Cleanliness and type of clothing?
- Diaper?
- Face position?
- Head injuries?
- Objects in bed?

- Rigor/stiffness of body?
- Sweaty body?
- Temperature of body: cold, cool, warm?

11.12.1.2 Home observations

- Adequate food available?
- Bedding?
- Crib conditions?
- Heating/ cooling?
- Insect infestation?
- Medications in the home?
- Odors/toxins?
- Outside temperature?
- Pets/where do they sleep?
- Room temperature?
- Siblings/status?
- Smoking by caretaker?
- Ventilation?
- Waste can evidence check?
- Water supply?
- Weapons?

11.12.1.3 Parent/caretaker observations (or anyone in the home)

- Frequent calls to the home by police, fire department or emergency room visits?
- Indications of domestic violence?

- Past medical history?
- Physical appearance?
- Resuscitative efforts?

Red Flags for observations: Bedding over/ under child? Body moved? Discoloration? Injuries/ marks? Lack of bed for infant? Alcohol/ drugs present? Unsanitary conditions?

11.12.2 The interview

Conduct a mini interview at the scene with the caretaker. Be non-judgmental, non-confrontational, compassionate, observant and composed.

Explain the purpose of the interview by saying:

- "These questions will help evaluate what led to your loss."
- "The history you provide helps evaluate the cause of your loss."

Sample interview questions could include:

- What is the address of the parents/caretakers?
- How long has the child been at this address?
- Are the parents married?
- What time was the child found?
- When was the last time the child was seen alive?
- Does the child have a disability?
- Who found the child?
- Who was the caretaker at the time of death?
- When was the child last fed?
- How much breast or bottled milk?
- Was there a history of breathing difficulties?
- Had the child been crying or fussy?

- Who is the child's doctor?
- Had the child been ill recently?
- Has there been an ER or doctor visit in the last few weeks?
- Does the child take any medications/had vaccines?
- What was the child's activity level like for the past few days?
- Was first aid or emergency care given to the child?
- Who called 911?
- What is the child's medical history?
- What type of prenatal care was provided?
- Was the child premature or part of a multiple birth?
- Did the mother smoke/use drugs during the prenatal period?
- What was the child's birth weight?

Red Flags during the interview: Demeanor of caretaker? Delay in seeking medical treatment? History of other infant deaths? History inconsistent with death or injury?

11.12.3 Fatality investigations

- Investigation should be based on physical and/ or circumstantial evidence, establishing a timeline, and the possible confession.
- Must prove that the suspect had care, custody and control over the child victim.
- Must establish that the suspect was the person with the child at the time the injuries occurred.
- Must establish that the injuries were non-accidental.
- In cases of "accidental deaths" law enforcement and CPS must conduct a complete and thorough investigation.
- Consider tools such as re-enactment dolls and recreating the scene: have the suspect demonstrate how the injuries occurred.

- Involve the medical community in establishing accidental vs. intentional, as well as the timeline.
- Many abuse injuries are not visible without the aid of x-rays, CT scans, MRI's or by a forensic autopsy.

How do child fatalities differ from other homicides?

- These cases generally involve brain trauma, internal injuries to the chest or abdomen or severe burns.
- The child often develops infection, or other complications arising from injuries and dies from the complications.
- Most abuse and homicides of children occur in a private location such as the family's home and eyewitnesses are rare.
- Homicides of children rarely involve weapons; most child murders are accomplished by the offender using his/her hands.
- Often very small children are violently shaken, resulting in death.
- Older children are often struck by a fist or other blunt force object.
- These cases often involve the presence of identifiable and patterned injuries such as bite marks, circumferential tie marks or belt buckle marks.

11.12.4 Considerations for **Sudden Infant Death Syndrome (SIDS)** or Sudden Unexplained Infant Death Syndrome (SUIDS)

	SIDS/SUIDS	Red Flags
History of death	Healthy infant; fed; put to bed; silent death	Unclear history; prolonged interval between bedtime and discovery
Age at death	90% of cases the child is 1-12 months old	Child older than 12 months
Physical exam at death	Pink watery frothy fluid from nose/ mouth; post mortem dependent discoloration; no skin trauma; well cared for	Injuries; trauma; bruises; indications of malnutrition; neglect; fractures
History of pregnancy	Cigarette use by parents; premature or low birth weight; multiple births; illness requiring hospitalization	Unwanted pregnancy; no health checks; drugs/ alcohol use during pregnancy
Death scene	Crib in good condition and free of items; firm sleep surface; no dangers or toxins; good ventilation	Appearances of chaotic, unsanitary or crowded living conditions; drugs/ alcohol; struggle in crib; blood-stained bedclothes; hostility by caretakers; discord; accusations
Previous deaths	First unexplained or unexpected death	More than one unexplained or unexpected infant death
Previous CPS or law enforcement involvement	None	Prior CPS involvement; family members arrested for violent behavior Previous SUID

11.13 Appendix G: Color Coded Guide for Completing the National Child Death Review Case Reporting Tool- Version 5.0

This table provides a guide to the portions of the form that should be completed by the CPS worker who investigated the allegations of child abuse and/or neglect in the case. As you read over these questions, you will see that some of them can only be answered by CPS (e.g., Section E, Questions 11-15 and Section J). Other questions that are noted above can be answered by CPS in most cases, but you may need the help of law enforcement, the medical examiner or some other person at the review meeting in order to complete all questions. Fill this out as completely as you can before the review team meeting, ideally as you are conducting your investigation. Hand this to the CPS Regional Consultant at the meeting (or in advance if requested), and alert him or her to the questions that you could not answer. A recorded webinar, FSWEB1009: The Role of CPS in Supporting Fatality Review Teams, explains this tool and is located in the [VLC](#).

*Color coding: **Green:** CPS worker is responsible for answering. **Red:** leave blank. **Blue:** depends on circumstances.

Section Title	Questions to be Completed by CPS	TIPS
A. Child Information	1-3, 5-8, 11-24, 25-33, 35-57 and 58-63	Most of this section has been re-organized into infant and non-infant questions. #20 Definition of homelessness differs from CPS. Use Data Dictionary definition. #'s 25 through 33 are only filled out for non-infants. #'s 35 through 57 are only filled out for infants under one year. #'s 58 through 63 come directly from scene investigation and caregiver/parent interviews. Law enforcement and death investigator are also collecting this information. Verify information at fatality meeting or from medical examiner records.

Section Title	Questions to be Completed by CPS	TIPS
B. Biological Parent Information	1-17	*This is a new section. It is possible to skip the following Caregiver section when the biological parents are the caregivers.
C. Primary Caregiver(s) Information	1-19	<p>*#1 If Caregiver 1 or 2 is also the biological parents, answer question and then skip to Section D.</p> <p>*Definitions of caregiver & supervisor differ from CPS. Use Data Dictionary definitions.</p> <p>*Make Caregiver #1 child's mother as a convention. Form refers back to this information later on. It will be easier to remember.</p> <p># 14, #15 - Check caregiver past CPS record.</p> <p>#19 - Check criminal history.</p>
D. Supervisor Information	1-16	<p>* Use Data Dictionary definition for supervisor.</p> <p>#1 If infant was co-sleeping with caregiver(s) who were also sleeping at night during normal sleep hours, code as "No - but needed"</p> <p>#3 If supervisor was either a biological parent or a caregiver as previously described, skip to #15.</p> <p>#15 is a new question. It was previously an option in the question on impairment.</p>

Section Title	Questions to be Completed by CPS	TIPS
E. Incident Information	1-13	*Seek information from law enforcement or medical examiner where needed.
F. Investigation Information	14-17	#14 CPS must answer, even if referral is screened out. Answer "yes" and complete questions #'s 15, 16 & 17.
G. Official Manner and Primary Cause of Death	None	
H. Detailed Information by Cause of Death	Depends on how child died.	* Answer as appropriate. Choose one section only that is same as cause (Seek information from law enforcement or medical examiner where needed.)
1. Motor Vehicle and Other Transport		
2. Fire, Burn or Electrocution		
3. Drowning		
4. Unintentional Asphyxia		*Changed from Asphyxia. For suicides or homicides that were intentional asphyxias, please choose "Assault, Weapon or Person's Body Part.
5. Assault, Weapon or Person's Body Part		*The word "Assault" has been added.
6. Fall or Crush		
7. Poisoning, Overdose or Acute Intoxication		
8. Medical Condition		
9. Other Known Injury Cause		
I. Other Circumstances of Incident – Answer Relevant Sections	Depends	

Section Title	Questions to be Completed by CPS	TIPS
1. Sudden and Unexpected Death in the Young	None	
2. Answer this only if Child is Under Age Five: Was Death Related to Sleeping or the Sleep Environment?	Depends on how child died.	*Answer as appropriate. (Seek information from law enforcement or medical examiner where needed). * You will know the answer for many of these questions from your investigation.
3. Was Death a Consequence of a Problem with a Consumer Product	Answer only if known.	*May have to be answered by team at fatality meeting.
4. Did Death Occur During Commission of Another Crime?	Answer only if known.	*Seek information from law enforcement or medical examiner if needed. May be answered at fatality meeting.
5. Child Abuse, Neglect, Poor Supervision and Exposure to Hazards		* It is important to remember that the purpose of this section and of fatality review more generally is to document circumstances and identify risk factors for use in developing prevention strategies, NOT to determine legal culpability or substantiate child maltreatment. Consequently, although legal definitions for some of these categories (e.g., child abuse, neglect) may be available, they should not be used as criteria for completing this section.
6. Suicide		*These questions were previously found in the Acts of Omission or Commission.
J. Person Responsible (Other Than Decedent)	None	*This was previously found in the "Acts of Omission or Commission" section. Only

Section Title	Questions to be Completed by CPS	TIPS
		need to indicate "Person 1" or "Person 2", not "Person Caused" or "Person contributed."
K. Services to Family and Community as a Result of Death	1	*Base this on the services you may have offered family.
L. Prevention Initiatives Resulting from the Review	None	
M. The Review Meeting Process	None	
N. SUID and SDY Case Registry	None	
O. Narrative	Describe what you know.	*Include as many details that may help explain risk factors for child & family.
P. Form Completed By	None	

11.14 Appendix H: Near Child Fatalities

The [Child Abuse and Prevention Treatment Act](#) requires tracking and public disclosure of cases of child abuse or neglect that result in a near-fatalities. The examination of the circumstances surrounding near fatalities assist in the identification of child protection issues and improve efforts to prevent future child fatalities and near fatalities. See Section [3.7 Report Child Fatalities and Near Fatalities](#) for additional information.

11.14.1 Definition of “near fatality”

The [Child Abuse and Prevention Treatment Act](#) (CAPTA) defines a "near fatality" as an act that, as certified by a physician, places the child in serious or critical condition. The VAC provides the following definitions:

(22VAC40-705-10) “Near fatality” means an act that, as certified by a physician, places the child in serious or critical condition. Serious or critical condition is a life-threatening condition or injury.

(22VAC40-705-10) “Life-threatening condition” means a condition that if left untreated more likely than not will result in death and for which the recommended medical treatments carry a probable chance of impairing the health of the individual or a risk of terminating the life of the individual.

Inherent within the definition of a near fatality is the requirement that a physician certify that the child is in serious or critical condition at the time of the report. Certification by a physician can be either in writing or verbal. Hospital records which indicate the child's condition is serious or critical and life threatening are sufficient. The physician certification must be documented in the child welfare information system. However, “near fatality” is a phrase used in child protective services. It is not a medical term.

11.14.2 Documentation and notification of near fatalities

The LDSS must document situations which constitute a near fatality of a child in the child welfare information system. The type of abuse or neglect believed to have caused the near fatality must be documented in the child welfare information system. The LDSS must inform the CPS Regional Consultant as soon as possible of all situations which constitute a near fatality and document the notification in the child welfare information system. The CPS Regional Consultant must ensure the completion of the Preliminary Child Fatality/Near-Fatality Information Form. The form can be found on the [public website](#) and in [Appendix A](#). The CPS Regional Consultant must forward the [Preliminary Child Fatality/Near-Fatality Information Form](#) to the CPS Program Manager and Child Fatality Specialist as soon as possible.

Child maltreatment deaths may involve a delay between the time the child is determined to be in critical or serious condition and the subsequent death of the child. If during the course of the investigation the child dies, the child welfare information system must be changed to reflect the fatality. A child cannot be considered a near fatality and a fatality in the child welfare information system.

DRAFT