

Out of Home - New Investigation

- When a new abuse report investigation is received on an **out-of-home care** case The Child Welfare Professional will receive a notification from the CPI assigned to the case or via an automated email from FSFN.
 - *Any person with an assignment in FSFN to the case will receive an email from FSFN notifying them of an open intake and investigation*
- If contacted by the CPI:
 - Provide any information needed and plan to respond to the home with the investigator to commence the investigation with the family. *When the CPI goes out to make initial contact with the child/family, The Child Welfare Professional is required to go with the CPI*
 - Notify your supervisor of the new investigation and current plan of action
- If notified by FSFN through email:
 - Information on the investigation can be found by searching the intake # listed in the email. Click **search** in the FSFN banner
 - On the next screen enter the intake number in the box after **intake #** and then click search
 - The case will appear under cases returned - click **case book**
 - In the drop down select **Investigations/Special Conditions Referrals**
 - Click on the investigation with the correct date and intake number. (It will most likely be the first investigation. The next screen will provide all of the investigation information including the participants, abuse allegations, and primary CPI.)
- Once the CPI determines the outcome, The Child Welfare Professional needs to immediately notify their supervisor of the situation. The Child Welfare Professional needs to be notified also so that a status can be completed to notify the court.
- If the child is removed during the joint response:
 - The Child Welfare Professional is responsible for taking custody of the child until a new placement is located for the child
 - If there is an identified potential relative/non-relative placement The Child Welfare Professional will complete the needed home study
 - The Child Welfare Professional is responsible for ensuring Intake and Place (I&P) has been notified if licensed placement is needed for the child and that all necessary paperwork is completed. I&P should also be notified if the child is leaving a traditional home

Out of Home - New Investigation

- The Child Welfare Professional will transport the child to the new placement following all protocols in place
- The Child Welfare Professional must notify Caregiver and Information & Eligibility Services when a child leaves a Level 1 home
- The Child Welfare Professional will transport the child to the new placement

- Complete an incident report using reporting guidelines
- Offer the new caregiver resource support and make any necessary referrals for the caregivers and child
- Attend any court hearings in regards to the removal/change of placement