CHILDREN'S PROTECTIVE SERVICES

INVESTIGATION REPORT

Michigan Department of Health & Human Services

Preponderance:

Case ID:

Case Name:

Address:

Phone Number:

Risk Level:

Intake ID:

Investigation ID:

Complaint Date:

Category:

Employee ID:

Household Case Members

Name (First, Middle, Last)	Relation	Date of Birth	Age	Sex	Race	Role	AmeriIndian Heritage

Non-Household Case Members

Name (First, Middle, Last)	Relation	Date of Birth	Age	Sex	Race	Role	AmeriIndian Heritage

Address: Phone Number:

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1.   ALLEGATIONS

Maltreatment(s):

Confirmed Maltreatment(s):

Comments:

2. CHILD WELFARE HISTORY of FAMILY TRENDS

PSM 713-10, CPS Investigation Report

3. SOCIAL WORK CONTACTS CASE INVESTIGATION

Date of Contact	Person Contacted	Type of Contact	Contact Method

INTERVIEWED	YES	NO	IF NOT, WHY NOT
ALL CARETAKERS	☐	☐	
ALLEGED VICTIM	☐	☐	
ALL CHILDREN	☐	☐	
ALLEGED PERPETRATOR	☐	☐	

PSM 713-03, Face-To-Face Contact

PSM 713-08, Special Investigative Situations

4. VERIFICATION OF CHILD WELL-BEING
THIS WORKER CONFIRMED THE WELL-BEING OF:

Child's Name	How?	Date?	Location?	Whereabouts if not with caretaker?

5. **REQUIRED ASSESSMENT OF LAW ENFORCEMENT INFORMATION**

Policy Requirement
Reason:

Criminal History Results:

__PSM 713-02, Law Enforcement Information Network (LEIN)__

6. **REQUIRED ASSESSMENT OF MEDICAL INFORMATION**

Policy Requirement
Reason:

Medical Exam Results:

__PSM 713-04, Medical Examination and Assessment__

7. **SAFETY ASSESSMENT NARRATIVES**

Safety Factor(s):

Safety Plan(s):

__PSM 713-01, CPS Investigation - General Instructions and Checklist__

8. **RISK ASSESSMENT NARRATIVES**

__PSM 713-11, Risk Assessment__

9. **INVESTIGATIVE FINDINGS COMMENTS:**

10. DISPOSITIONAL FINDINGS:

PSM 713-10, CPS Investigation Report

WORKER SIGNATURE AND DATE   _____

Disposition Date

SUPERVISOR SIGNATURE AND DATE   _____

Disposition Approval Date

Preponderance:

Yes or No displays automatically based on what is entered in the Allegations/Findings of the Investigation Tasks Section in MISACWIS.

Risk Level:

Low, Moderate, High, or Intensive displays automatically based on the outcome of the Risk Assessment.

Case ID:

The Ongoing Case ID that the Investigation was linked to displays automatically.

Intake ID:

The Intake ID that was linked to the Investigation displays automatically.

Case Name:

The name of the individual identified as the Investigation Name displays automatically. To change the Investigation Name, select Investigation Persons from the Investigation Tasks menu in MISACWIS, then select the correct bubble next to the person under the Investigation Name column.

Investigation ID:

The Investigation ID that the intake was linked to displays automatically.

Address:

The current address listed in the Person Profile for the Individual listed as the Investigation Name displays automatically. To update a Person Profile address, select Investigation Persons from the Investigation Tasks menu in MISACWIS, then click the Person's name and the hyperlink will open the Person Overview Screen. Select Person Profile, then select the Address Tab at the top. If there is no address listed for the person, click Add Address to add the correct address. If an incorrect address is listed, click the word Select next to that address, enter the correct "End Date" for the address, and then Save. You can then click the Add Address button to add the current address.

Complaint Date:

The complaint date listed in the Intake ID that is linked to this Investigation displays automatically.

Category:

The Category listed in MISACWIS for this Investigation displays automatically.

Phone Number:

The current phone number listed in the Person Profile for the Individual listed as the Investigation Name displays automatically. To update a Person Profile phone number, select Investigation Persons from the Investigation Tasks menu in MISACWIS, then click the Person's name and the hyperlink will open the Person Overview. Select Person Profile, then select the Address Tab at the top, and then Add Phone/Email at the bottom.

Employee ID:

The MISACWIS Employee ID for the Specialist assigned to the Investigation displays automatically.

Household and Non-Household Case Members Sections

These sections lists all individuals established in a Household in the Investigation, as well as their Relation to the Case Name Individual, their DOB, Age, Sex, Race, Role, and whether or not they have any American Indian Heritage.

To Establish Households:

- From the Investigation Tasks Tab, select Create Households
- Click Add Household
- Select the Household Number, Household Participating (Y or N), and Reason for Not Participating If Applicable from the appropriate drop-down, then enter the Status Begin Date.
- Click the Check boxes next to the appropriate Case Members and select their Household Role from the drop down menu.
- Click Save

Repeat this process until all households have been established.

To Establish Relationships:

- From the Investigation Tasks Tab, Click Investigation Persons
- At the bottom under Relationships, click the hyperlink "Select" next to the individual
- Select the correct relationship to the individual for each person listed and click Save

To Edit an Individual's Name, DOB, Sex, Race, and American Indian Heritage:

- From the Investigation Tasks Section, Click Investigation Persons.
- Click the Individual's name and the Person Overview Screen will appear
- Click Person Profile
- Name, Gender, and DOB can be edited in the Basic Tab
- Race, Ethnicity, and Ancestry can be edited under the Demographics Tab

To Edit an Individual's Role:

- From the Investigation Tasks Tab, Click Investigation Persons
- Click the Hyperlink "Select" next to the appropriate Individual
- From the Available Roles list, select the appropriate role(s) for the individual and click Add. Note: If the individual is an alleged Perpetrator or Victim, an allegation must be listed in the Allegations/Findings section for that individual before the individual can be given that role. See instructions on how to add an Allegation/Finding in the Confirmed Maltreatment Section Below.

1. Allegations

Maltreatment(s): All corresponding maltreatments for allegations listed in the Intake linked to the investigation will display automatically.

Confirmed Maltreatment(s): All maltreatments with a finding of Preponderance in the Allegations/Findings section of the Investigation display automatically.

To Enter Findings for an Allegation:

- Select Allegations/Findings from the Investigation Tasks Tab in MISACWIS
- Click Findings next to each listed Allegation
- From the drop-down next to Findings, select the appropriate response (Preponderance, No Preponderance, or No Evidence)
- Add any applicable Harm Descriptions from the Available Harm Descriptions Box
- Enter Narrative in the Findings Detail Narrative Box
- Click OK

To Add an Allegation:

- Click Allegations/Findings from the Investigation Tasks Tab in MISACWIS
- Click Add Allegation
- Select the correct Maltreatment from the Allegation Drop-Down
- Select the correct victim from the Alleged Victim Drop-Down
- Select the correct perpetrator from the Alleged Perpetrator Drop-Down
- If applicable, check the Child Death check box and select the correct response from the Child Death Location Drop-Down
- Click Ok
- **Note:** An alleged victim must have a role of victim in the Investigation Persons section of MISACWIS in order to add an allegation listing them as the victim in this section. The same rule applies for an alleged perpetrator. See steps above on how to edit an individual's role.

2. Child Welfare History of Family Trends

The information in this section displays automatically based on what is entered in the CPS History and Trends section of MISACWIS.

To Enter Information in the CPS History and Trends section:

- Select Allegations/Findings from the Investigation Tasks Tab in MISACWIS
- Select CPS History and Trends towards the top of the page
- Scroll Down and enter the information in the Document Trends or Patterns in the Family's Child Welfare History Only box
- Click Save
- **Note:** If there is not enough space to enter the information in this box, add a note in the box stating that the Trends have been entered as a Social Work Contact , and then add a Social Work Contact using the date and time of the complaint with all of the CPS Trends information.

3. Social Work Contacts Case Investigation

The information in this section displays automatically based on the Social Work Contacts entered in the investigation. There is a grid listing each Social Work Contact, the Date of the contact, the Person Contacted, the Type of Contact, and the Contact Method.

To Add a Social Work Contact:

- Select Social Work Contacts from the Investigation Tasks Tab in MISACWIS
- Click Add Social Work Contact
- Enter the Correct Contact Date and Contact Time
- Select the appropriate response from the drop down menus for Contact Duration, Contact Method, Contact Type, Scheduled, Contact Occurred, Location, and Other Location if applicable.
- Check the appropriate box or boxes in the Purpose section

- Click Add Participants to select the individuals that were contacted
- Enter a complete narrative in the Contact Summary Narrative Section
- Leave the contact in Draft Status and click Save

There is also a table at the bottom of this section that lists whether or not all caretakers, alleged victims, all children, and alleged perpetrators were interviewed in the investigation and if not, an explanation as to why. The information in this table displays automatically based on what is entered in the CPS Worker Investigation Checklist.

To Add or Edit a CPS Worker Investigation Checklist:

- Select Checklists from the Investigation Tasks Tab in MISACWIS
- Select CPS Worker Investigation from the Checklist Type Drop-Down
- Click Search
- If a CPS Worker Investigation Checklist displays in the Checklist Search Results, click Select next to that checklist and update as needed.
- If there is no checklist displaying in the Checklist Search Results, Select CPS Worker Investigation from the Checklist Type Drop-Down and click Add Checklist
- Enter a name in the Checklist Name box
- Select the appropriate answer from the Drop-Down for each Checklist Item. If Not Completed or Waived is selected as a response for a question, click the Waive Reason hyperlink next to that question and enter a narrative in the Waived Justification Text box explaining why the item was not completed, then click ok. Scroll down and click Apply each time you enter narrative in the Waive Reason box for a question.
- The four questions in the table listed in Section 3 of the 154 report regarding interviews of caretakers, alleged victims, all children, and alleged perpetrators are found in this checklist. If a response of Completed is selected for a question, the Yes box on the 154 will be checked. If a response of Not Completed or Waived is selected, the No box on the 154 will be checked and the narrative from the waive reason section in MISACWIS for that question will display on the 154
- Note: If children, caretakers, parents, non-custodial parents, and/or alleged perpetrators are not interviewed in the investigation, a reason must be documented as to why per policy.

4. Verification of Child Well-Being

The information in this section displays automatically based on the Social Work Contact(s) entered for each child listed in the Investigative Persons section of MISACWIS. Any Social Work Contact that has a child selected as a participant and has the "Verification of Well Being" box checked will display in this section.

5. Required Assessment of Law Enforcement Information

The information in this section displays automatically based on what is entered in Question # 5 in the Disposition Questions section of MISACWIS.

To Enter Information in the Disposition Questions section of MISACWIS:

- Select the Disposition Tab from the Investigation case in MISACWIS
- Select Yes or No from the drop down for Question # 5, Has a Criminal History Check been completed per MDHHS policy?

- Enter the corresponding response in the text box next to Question # 5.

6. Required Assessment of Medical Information

Information in this section displays automatically based on what is entered in Question # 3 in the Disposition Questions section of MISACWIS. See the instructions above in section 5, Assessment of Law Enforcement Information for how to enter narrative in the Disposition Questions section of MISACWIS.

7. Safety Assessment Narrative

Information in this section displays automatically based on what is entered in the Safety Assessment for that particular investigation.

To Complete a Safety Assessment in MISACWIS:

- Select Safety Assessment from the Investigation Tasks Tab in MISACWIS
- Click Add Assessment
- Add Participants to the Assessment
- From the Immediate Harm Factors, click "select" next to each question and choose yes or no from the dropdown. If Yes is selected, enter a narrative in the comments box supporting why that question is a safety factor for the child(ren) in the home.
- Click Apply, then move to the Protecting Interventions Tab.
- Select the appropriate Protecting Interventions and enter a narrative in the Safety Response – Protecting Interventions comments box explaining how those interventions keep the child(ren) safe.
- Click Apply, then move to the Safety Decision Tab.
- A bubble should be selected for Safe, Safe with Services, or Unsafe based on the information entered in the Safety Assessment. If the decision is consistent with the facts of the case, click save.

8. Risk Assessment Narrative

Information in this section displays automatically based on what is entered in the Risk Assessment(s) for that particular investigation.

To Complete a Risk Assessment in MISACWIS:

- Select Risk Assessment from the Investigation Tasks Tab in MISACWIS
- Click Add Assessment
- Enter the Date of the Assessment and click Add Participants
- Select the appropriate household number and all participants from that household will propagate
- From the Risk Assessment Scores tab, answer each question by selecting the appropriate response and adding required narratives supporting the answer.
- Click Calculate, then move to the Summary Tab.
- Complete any necessary overrides. If an override is not required, click save.

9. Investigative Findings Comments

All social work contacts and narratives will display automatically in this section. See directions above in Section 3 for how to enter a Social Work Contact.

10. Dispositional Findings

Information in this section displays automatically based on what is entered in the Disposition Summary section of MISACWIS.

To enter information in the Disposition Summary:

- Click the Disposition Tab from the Investigation screen
- Click Disposition Summary
- Enter the information in the Disposition Narrative box
- Click Save