

STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services

DCFS Memo Series 2007 - 11
September 14, 2007

Re: Child Protective Services
Access and Initial Assessment
Standards

(Supersedes the memos listed
below)

To: Area Administrators/Human Services Area Coordinators
Bureau Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Reggie Bicha 
Administrator

This memo supersedes the following DCFS memos: DCS 88-10, DCS 94-04, DCS 94-10, DCS 94-17, DCS 95-06, DCS 95-11, DCS 95-15, DCS 95-29, DCFS 98-08, DCFS 99-12, DCFS 00-02, DCFS 04-05, DCFS 04-11, DCFS 04-12, DCFS 04-13, DCFS 04-14, and DCFS 05-14.

As a result of changing federal requirements, the CPS Investigation Standards, issued in September 1994, have been updated through the years by the numbered memo process. Over the last two years, the Child Welfare Case Process Committee revised the CPS Investigation Standards which resulted in the comprehensive CPS Access and Initial Assessment Standards. These Standards, in conjunction with the May 2006 "CPS Safety Intervention Standards", outline requirements and responsibilities from the point a report of child maltreatment is received by a county agency or the Bureau of Milwaukee Child Welfare through the completion of the initial assessment. Additional information is also provided in appendices to the Standards to further guide case practice.

The primary changes in these Standards are as follows:

- Requiring CPS Access staff to review records in the Consolidated Court Automation Program (CCAP) of all adult household members and any person suspected to be a maltreater.
- Outlining requirements for when consent is needed to interview a child and to examine his or her body for evidence of maltreatment. This includes information from the US District Court "Michael C. v Gresbach" decision.
- Highlighting requirements in response to reports of 1) Unborn Child Abuse, 2) Medical Neglect of a Disabled Infant, 3) Relinquished Infants, and 4) Child Death Due to Maltreatment.
- Renaming Primary Caregiver and Secondary Caregiver Investigations to Primary and Secondary Assessments to allow flexibility in assessing reports of maltreatment by a relative, including grandparents and great-grandparents, who do not reside with the child.
- Defining requirements for agencies that investigate reports of maltreatment by a non-caregiver.
- Clarifying agency roles in response to reports of alleged maltreatment in out-of-home care settings.
- Requiring an interview with non-custodial parents, when appropriate.
- Requiring documentation of the appeal process for substantiated maltreatment findings in eWiSACWIS. This requirement is for all appeals of substantiated maltreatment findings that are

in process when these Standards are issued as well as all future appeals of substantiated maltreatment findings.

- Removing the "likely to occur" case finding determination.

Technical assistance will be provided to counties through roundtable discussions at regional CPS supervisors meetings. Training will be provided by through the Child Welfare Training Partnerships.

This new policy and related changes in eWiSACWIS will become effective September 24, 2007.

CENTRAL OFFICE CONTACTS:

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MEMO WEB SITE: http://dhfs.wisconsin.gov/dcfs_info

Attachments: [CPS Standards](#)
[Glossary/Appendices to CSP Standards](#)

cc: County CPS Supervisors
Tribal Child Welfare Contacts

#memo/dcfs/CPS access standard #memo.doc