



**Continuous Quality Improvement (CQI)**  
**2015 Access Case Record Review Report**  
*APPENDICES*

Prepared by the Wisconsin Department of Children and Families  
Division of Management Services  
Bureau of Performance Management  
Quality Review and Performance Analysis Section

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# Appendix A: Access Review Process Methodology and Results

The 2015 Access Case Record Review Report has two primary goals and a third long-term goal. This Appendix provides details on Goal 2: testing the new case record review process. Included in this Appendix is a description of the methodology behind the case record review process, the results from the review process and discussion of those results. The recommendations related to the case record review process are located in the Recommendations section of the full report.

To fully understand the case record review results and the corresponding recommendations, it is important to understand the case record review process. The Access review instrument and review process were developed using a multi-step approach. The purpose of this approach was to ensure the review instrument and review procedures designed were able to capture information contained in Access Reports with fidelity. Findings from the first year of using the review instrument and following new protocols and procedures were also documented to understand any unintentional biases that may be inherent in the case review results. A full understanding of the process results is also important to identify necessary improvements to the review instrument and process for future reviews.

## Process Methodology

### *Review Instrument Development*

The CPS Access case record review instrument was created in collaboration with staff across DCF, local child welfare agency staff, and researchers at the University of Wisconsin. The review instrument assesses case practice at Access based on requirements in Wisconsin Child Protective Services Access and Initial Assessment Standards. An Access workgroup comprising staff from DCF's Bureau of Performance Management (BPM), the Bureau of Safety and Well-Being (BSWB), and the Bureau of Milwaukee Child Welfare (BMCW) was formed in 2013 to develop an Access case record review instrument in accordance with Wisconsin's State Standards, Wisconsin's Public Child Welfare Practice Model, and Wisconsin's Child Welfare Safety Model.

The Access workgroup tested the first Access review instrument with feedback from local child welfare agency staff identified by the Wisconsin County Human Services Association (WCHSA) in 2014. Reviewers from BPM, BSWB, BMCW, and five county agencies piloted the review instrument using randomly selected cases from nine counties.

Once the pilot was completed, DCF solicited input on the review instrument from faculty members at the University of Wisconsin-Madison School of Social Work, who were able to provide insight on survey structure and language. The original version of the instrument blended multiple constructs into one question. Feedback from faculty provided a method to revise the questions in a way that allowed for improved operationalization of concepts by limiting questions and answers to a single construct (i.e., one required element per question). For example, an original response of "Report narrative did not contain any of the required information *or* there was insufficient documentation that the reporter was asked and did not have the information" became two separate answers to capture each different scenario.

With these revisions, BPM worked in coordination with Bureau of Information and Technology Services (BITS) to create an electronic version of the review instrument in Microsoft Access, to allow for greater efficiency and improved data collection. The electronic instrument provided sophisticated skip logic for use by the reviewers, ensuring data integrity by only allowing reviewers to enter answers for applicable

questions. For example, if the report was screened out, reviewers would not see questions pertaining to response time.

After initial development in early 2015, the review instrument went through a period of User Acceptance Testing (UAT) to determine if the electronic version met the established requirements. All critical issues identified from UAT were addressed, and the final review instrument was received from BITS. An internal review group tested the new instrument for validity and reliability using CPS Reports from the review sample.

### ***Case Record Reviewers and the Review Process***

The 2015 CPS Access case record review was conducted by state reviewers<sup>1</sup> who had prior child welfare case review experience and completed an eight-hour in-person training that introduced the review process and protocols. Reviewers were presented with the new review instrument and provided with an instruction manual on answering questions and using the Microsoft Access database.

Reviewers were randomly assigned cases from the sample and were not allowed to review reports that could pose a conflict of interest, such as previous assignment to the case or personal relationship with any of the case participants. Reviewers completed the case record review instrument using only data in the eWiSACWIS system, and did not have access to the paper file nor did they conduct interviews with case workers or supervisors as part of the case record review.

### ***Quality Management Plan***

A detailed Quality Management (QM) plan was followed to ensure that information collected through the case record review was consistent with Access and Initial Assessment Standards. The QM plan helps to guide the case review process, clarify questions about the review instruments, reconcile disagreements that affect case ratings, identify areas for further training and guidance, and track issues that need discussion or resolution. There are two components to Quality Management:

- **Quality Assurance**, which comprises policies and procedures that are put in place to prevent potential errors prior to the case record review
- **Quality Control**, which involves established processes used to identify and rectify errors after the case record review is completed

For more on quality management activities, see Appendices E and F.

## **Process Results**

### ***Review Instrument and Review Process***

The Access review instrument contained a total of 93 questions, including general case information (such as eWiSACWIS case number) and required comments sections. Certain questions were only applicable to certain report features (e.g., screened in or screened out), so fewer than 93 questions may have been answered per report reviewed.

- 1) **Information Gathering:** 53 questions and one comment section

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<sup>1</sup> State reviewers were from DCF's Bureau of Performance Management (BPM), Bureau of Safety and Well-Being (BSWB), and Bureau of Regional Operations (BRO).

- 2) **Safety Assessment:** Two questions and two comment sections that were only answered for Primary<sup>2</sup> Reports
- 3) **Screening Decision and Response Time:** Four questions and three comment sections
- 4) **Notifications:** Four questions in the review instrument were related to notifications
- 5) **Reasons for Screening Error:** Two questions, only applicable if screening decision was inconsistent with Access and Initial Assessment Standards

Case record reviewers began reviewing cases in February 2015 and completed their review of all cases in the sample in April 2015. It took reviewers 60 minutes, on average, to complete a review (instead of the anticipated 90 minutes). After evaluating 10 to 15 CPS Reports, reviewers indicated that they became more efficient at the process.

A total of 10 staff completed the Access review, which included four reviewers from BPM and one from BSWB. The majority of Access reviews were completed by this staff. Additionally, five staff members from the Bureau of Regional Operations (BRO) were trained to conduct Access reviews. The training included an eight-hour in-person meeting where information on the Microsoft Access database was presented and participants walked through the review of two CPS Reports. After completion of the training, BRO reviewers were then assigned one case per week, which was checked for accuracy by BPM reviewers. Due to the compressed timeframe of the review period, the six non-BPM reviewers completed a small number of case record reviews (between one and seven each). The four remaining reviewers conducted between 52 and 76 reviews each.

### ***Quality Management***

Reviewer meetings were established on a regular basis for quality assurance purposes and occurred on five occasions over the course of the Access review. Reviewers, data analysts, and management attended the check-in meetings, which provided clarification to the Access review instrument, review instructions, and a forum to discuss unique cases, challenges, and findings from the reviews. For example, during the review it was observed that Secondary/Non-Caregiver reports, reports with an unknown maltreater, and reports of unborn child abuse need to be treated differently in future reviews, as certain questions in the current version of the Access review instrument may not be applicable in all such cases. It was also observed that a number of cases from the sample included reports received through varying methods. Reviewers recognized that it was more difficult to assess reports received via non-verbal methods (i.e. fax, written, email), as questions are intended to gauge whether or not the reporter was asked for specific information. Based on the documentation available, it was not always clear when the child welfare agency contacted the reporter in effort to gather additional information.

As the reviews concluded, there were 30 case reviews in which the local agency's screening decision was determined to be inconsistent with Access and Initial Assessment Standards. A panel, which included reviewers and management from BPM and BSWB, was created with the goal to affirm these assessments. The panel used a roundtable format to discuss and consider the information available at the time of the CPS Report and to determine if the panel agreed with the original assessment of the case. The process included time for the panel to review the CPS Report, to discuss the report with the original reviewer, and to then make a decision. The panel only reviewed the 30 cases determined to have a

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<sup>2</sup> At Access, qualifying a CPS Report as Primary indicates that the child was allegedly maltreated by a parent or caregiver. A Secondary or Non-caregiver CPS Report indicates that the child was allegedly maltreated by someone other than the parent. The Access Review instrument only assessed safety assessments for Primary CPS Reports.

screening decision inconsistent with Standards, while the remaining 241 cases determined to have a consistent screening decision were not reviewed.

The panel affirmed 23 of the 30 decisions and reversed seven decisions. Of the decisions affirmed by the panel, there were 19 instances where the child welfare agency screened out the CPS Report while the panel identified information to support a screen-in of the report. In four instances the child welfare agency screened in the CPS Report while the panel identified information to support a screen-out of the report. Of the seven decisions reversed by the panel, five were screened out by the child welfare agency and two were screened in. The panel also identified and categorized different themes from the discussion. Some of the themes included the difficulty that Access workers may have in recognizing present danger and overlooking opportunities to identify the presence or absence of present danger or possible and likely impending danger, as well as having varied degrees of understanding of the information necessary to screen in or screen out CPS Reports.

Apart from the screening decision panel, there was also a secondary review of some items in the information gathering section. When a required piece of information was not included in the CPS Report, reviewers were initially instructed to look for the following specific language: "The reporter was asked and did not know." Given the strict nature of these guidelines, a secondary review was conducted of three key areas of information gathering, allowing for a larger degree of professional judgement with respect to acceptable language when required information was missing. The three areas of information gathering where reviewers found the most significant degree in deviation in terms of interpretation of Access and Initial Assessment Standards were: child injury/condition, domestic violence (DV), and compliance with the Indian Child Welfare Act (ICWA). Rather than solely focusing on a strict, literal interpretation of Standards in evaluating documentation, the secondary review criteria allowed reviewers to use more professional discretion, taking into account the report type, report method, the reporter's relationship to the alleged victim(s), and information contained in the electronic case record that is not available in the printed version of the CPS Report. One example is when law enforcement makes a report via fax per a Memorandum of Understanding and the fax does not mention Native American heritage. Although it is not clear that law enforcement obtained information about American Indian heritage, the secondary review gave credit when it was determined that enough information was obtained to screen the report. Another example is that credit was given if information about Native American heritage was located elsewhere in eWiSACWIS, in particular on the pre-populated Native American indicators that carry forward information gathered in past CPS referrals regarding Native American heritage.

Prior to the secondary review, there were 147 positive answers for child injury/condition, 155 positive answers for DV, and 124 positive answers for ICWA; upon re-review, they increased to 211, 218, and 201, respectively (see also Table E-1).

In addition to the secondary review and screening panel, the time to complete quality management activities took approximately 270 hours, much longer than expected. This time was dedicated to checking data for errors and completeness and addressing errors and gaps in data that were discovered in the process. (Full details of the review process can be found in Appendix E).

## **Discussion**

This report establishes a new case record review process and utilizes a new instrument to measure and evaluate the quality of CPS Reports. Key findings from the initial implementation of the new CQI process for Access reviews are discussed below.

**The new CQI case review process worked efficiently.** Utilizing a standardized approach to review Access reports had a number of benefits. This new format and methodology allowed for the review of a large sample that is representative of Wisconsin and more systematic data collection. This, in turn, provided the opportunity for more advanced statistical analysis and robust results.

In addition, the approach of dividing case record reviews between Access, Initial Assessment, and Ongoing Services into distinct periods was beneficial to case reviewers, as it allowed reviewers the opportunity to become more proficient in one program area before moving on to the next. Prior to initiating Access reviews, it was expected that each CPS Report would take 90 minutes to complete, but as reviewers conducted more reviews, the time to complete the review decreased to an average 60 minutes.

**More time is needed to train new reviewers.** The time invested supporting new reviewers<sup>3</sup> was greater than their case review output. This was due in part to the tight timeframe in which these reviews were conducted. It was also impacted by the fact that the process for certifying reviewers was not fully established when the Access review was initiated so some new reviewers spent significant time completing training prerequisites.

Moving forward, Access reviewers can be trained in a more efficient manner. In the future, potential reviewers will have all of the required prerequisites for training completed prior to the review period. DCF will work with the Wisconsin Child Welfare Professional Development System (PDS) to develop more flexible training modules, some of which may be available through distance learning. Future reviews will also be spread over a longer period of time which will allow for more coaching of new reviewers.

**Reviewer check-in meetings were beneficial.** Reviewers expressed that these meetings provided an opportunity to discuss difficult cases and gather input from other team members. The consultative process provided clarity and helped reviewers acknowledge the complexity of the cases under review. Information from the check-in meetings was incorporated into the Access review instrument instructions to include additional concrete examples (such as acceptable supervisory explanations for screen-out decision). However, check-in meetings may be difficult to replicate as the number of trained Access reviewers increases, particularly if those new reviewers are located across the state. BPM recognizes that the check-in meetings may be difficult to replicate as the number of trained Access reviewers increases and may not be located in a centralized location. A CQI SharePoint site was created in the effort to share information among reviewers. Additional ways to gather and share the type of information gleaned from check-in meetings (e.g., through PDS training, frequently asked questions, selection of test cases) are also being considered.

**Improvements to the Access case review instrument were identified.** The review process also brought up questions that were not considered when the review instrument was being developed and tested. The review instrument will need to be refined to reflect scenarios such as, reports received via fax, reports of peer consensual sexual contact, reports of unborn child abuse, and reports in which the maltreater is unknown. Questions in the Notifications section did not encompass all entities or scenarios in which notifications must be sent (e.g., Bureau of Regulation and Licensing, other CPS agencies, placing counties, ACT 78 cases, etc.). The skip logic embedded in the electronic review instrument only

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<sup>3</sup> In 2015, all case reviewers were internal DCF staff. Four reviewers were from the Bureau of Performance Management (BPM) the DCF unit with the lead for the case record review process. Six additional "new" DCF reviewers were also trained.

allowed reviewers to answer questions in Reason for Screening Error for screened out reports, which would not capture all the reasons for screening errors.

Additionally, answers to the questions in the Reasons for Screening Error section were not tallied, as reviewers did not always answer them when required (i.e., when the screening decision was found to be inconsistent with Access and Initial Assessment Standards). Although the training and instructions provided information on these questions, and the validation mechanism built into the electronic review instrument is meant to ensure that all questions are completed, further action is needed to ensure adequate data collection, particularly as it relates to the Reasons for Screening Error.

**Quality Management is important and it takes time.** As the quality control process moved forward, it was time consuming, but necessary; there were more data sources that required vetting and cross comparison than originally considered, such as cross-checking the Access review data with the administrative data sources, confirming that the reviewer instructions were correct, and reaffirming reviewer results as necessary. The secondary review was also critical in that it brought up important considerations in regard to interpretation of Standards and what approach to take between strict adherence and a larger degree of professional discretion. The screening decision panel was also useful in that it provided additional opportunities for quality control.

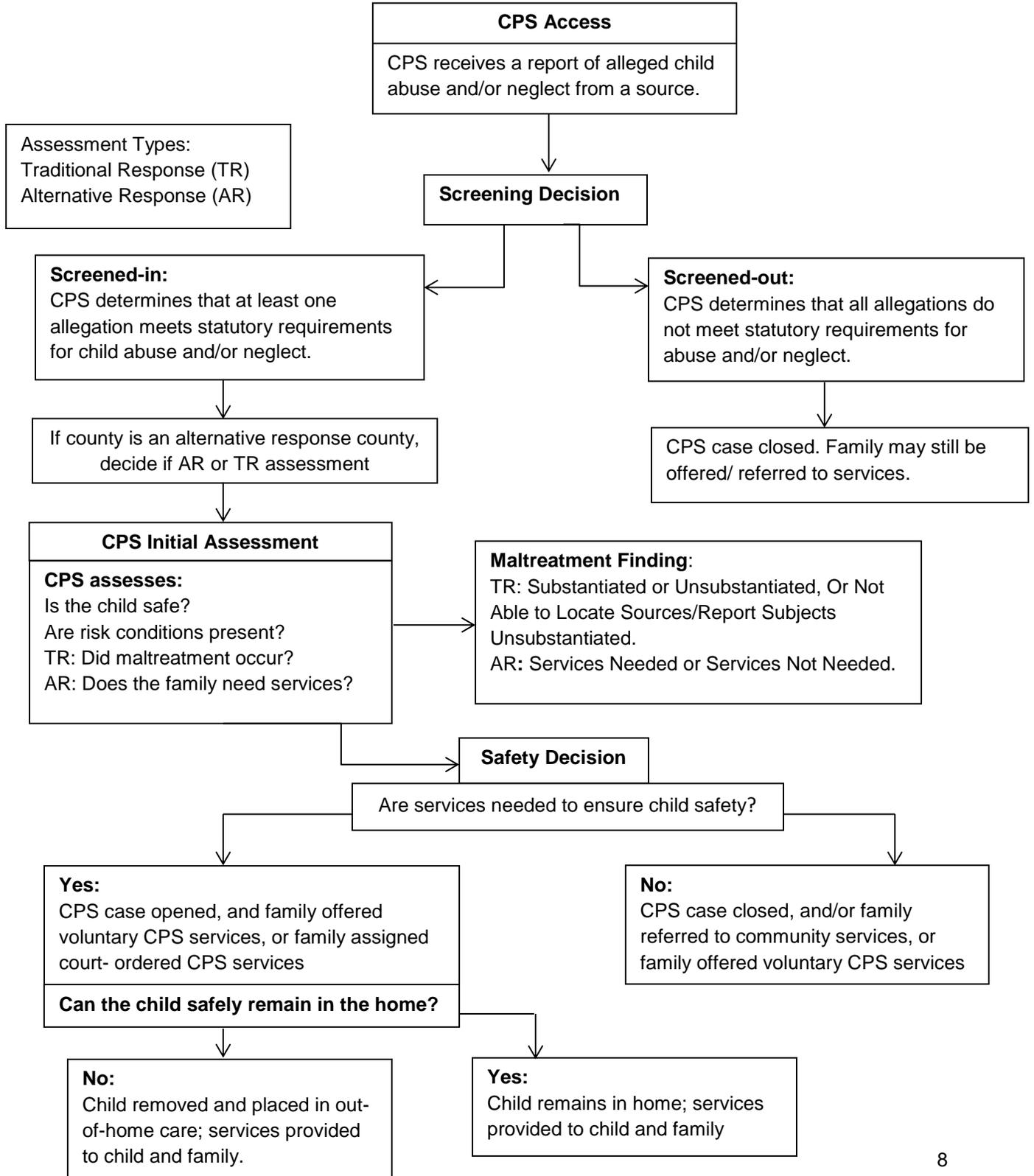
## Appendix B: Wisconsin Child Welfare System Practice and Outcome Review Crosswalk

### Wisconsin's Child Welfare System Practice and Outcome Review Crosswalk (Access)

	Intended Result(s) for Children and Families	Administrative/ Quantitative Data	Qualitative Practice Review Component(s)	CFSR Item	Organizational Factors	Outcome Measure(s) and CFSR National Standards
<b>Access</b>	<ul style="list-style-type: none"> <li>Children and families referred to CPS receive appropriate and timely intervention to assess and ensure child safety as warranted and authorized by state law.</li> </ul>	<ul style="list-style-type: none"> <li>Screen-in and Screen-out rates by Access Report Type</li> <li>Frequency of response time</li> <li>Screening rate of reporter type (mandated reporter)</li> <li>Supervisor screening timeliness</li> <li>BRO Incident/ Complaint Report Count</li> </ul>	<ul style="list-style-type: none"> <li>Information gathering timeliness, quality, and thoroughness</li> <li>Effective and appropriate analysis and synthesis of information gathered</li> <li>Effective application of information gathered in decision-making regarding access disposition</li> <li>Proper assignment of the CPS response timeframes</li> <li>Proper and timely notice is provided related to CPS Report screening for a tribal child</li> </ul>	1	<ul style="list-style-type: none"> <li>Agency Responsiveness to Community Partners</li> <li>Agency Staff Training and Supervision</li> <li>Staff Recruitment &amp; Retention</li> <li>Agency Culture and Policies</li> <li>Information System</li> </ul>	<ul style="list-style-type: none"> <li>X % of screened-out cases do not have a subsequent CPS/Child Welfare Services Report within 3, 6, 9 and 12 months</li> <li>X % of children who are alleged victims in a screened-in CPS Report are not within a subsequent screened-in CPS Report within 12 months</li> <li>X % of CPS Reports are screened by the supervisor in a timely manner</li> </ul>

# Appendix C: CPS Process

Figure C-1. An Overview of the CPS Process CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.



# Appendix D: Access Review Instrument

## Access Review Instrument

Case Name and eWISACWIS Case Number	ID:	Date and Time Report Received
Name – Access Worker and Access Supervisor		Date and Time Report Screened
Name – Reviewer		County Reviewed
Report Type: <input type="checkbox"/> CPS <input type="checkbox"/> Services	<input type="checkbox"/> Screen-In <input type="checkbox"/> Screen-Out	After Hours Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
Assessment: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Response Type: <input type="checkbox"/> Alternative Response <input type="checkbox"/> Traditional Response	
<input type="checkbox"/> One Child Associated With Report ( <b>DemoSingleChild</b> )		
<input type="checkbox"/> Multiple Children Associated With Report ( <b>DemoMultipleChild</b> )		
<input type="checkbox"/> One Parent/Caregiver Associated With Report ( <b>DemoSingleParent</b> )		
<input type="checkbox"/> Multiple Parents/Caregivers Associated With Report ( <b>DemoMultipleParent</b> )		
<input type="checkbox"/> One Alleged Maltreater Associated With Report ( <b>DemoSingleMaltr</b> )		
<input type="checkbox"/> Multiple Alleged Maltreaters Associated With Report ( <b>DemoMultipleMaltr</b> )		
<input type="checkbox"/> Alleged Maltreater(s) Household Member(s) ( <b>DemoMaltrHousehold</b> )		
<input type="checkbox"/> Alleged Maltreater(s) Non-Household Member(s) ( <b>DemoMaltrNonHousehold</b> )		
Reporter:		
<input type="checkbox"/> Professional with prior knowledge of family (1)	<input type="checkbox"/> Law enforcement (5)	
<input type="checkbox"/> Professional without prior knowledge of family (2)	<input type="checkbox"/> Anonymous (6)	
<input type="checkbox"/> Relative of child/family (3)	<input type="checkbox"/> Other community member (7)	
<input type="checkbox"/> Friend/neighbor of child/family (4)	<input type="checkbox"/> Reporter name left blank (8)	

### A. INFORMATION GATHERING

1. Information that **MUST** be gathered and documented in ALL cases (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Section 1, Chapter 3, III.A., Information that Must be Gathered and Documented in All Cases, pp. 11; III.B., Additional Information to Gather and Document for Primary Assessment Cases, pp. 12-13; and III.E., Records Search, pp. 14-15*)

a. Is there information to indicate whether or not the children have American Indian heritage (or is there clear documentation that the reporter was asked and did not have the information)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Describes possible American Indian Heritage (and tribal affiliation, if known) for <i>all</i> alleged victims ( <b>InfoWICWA: pos1</b> )	<input type="checkbox"/> Documentation describes possible American Indian Heritage (and tribal affiliation, if known) for <i>some</i> of the alleged victims ( <b>InfoWICWA: neg1</b> )
<input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. ( <b>InfoWICWA: pos2</b> )	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) ( <b>InfoWICWA: neg2</b> )

<b>b. Are the names and contact information of other people with information about the family included in the report (or is there clear documentation that the reporter was asked and did not have the information)?</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoContact: neg)</b>
<input type="checkbox"/> Names and contact information were documented <b>(InfoContact: pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoContact: pos2)</b>	

<b>c. 1. Were all of the required household members listed in the Participants Tab?</b>	
<input type="checkbox"/> Yes <b>(InfoParticipants: Pos)</b>	<input type="checkbox"/> No <b>(InfoParticipants: Neg)</b>
<b>c. 2. Did the agency identify the correct household for this Access Report?</b>	
<input type="checkbox"/> Yes <b>(CorrectHH: Pos)</b>	<input type="checkbox"/> No <b>(CorrectHH: Neg)</b>

<b>d. Service Reports Only: Is there a comprehensive description of the services needed or the reason for case opening?</b>	
<input type="checkbox"/> Yes <b>(InfoCaseOpening: Pos)</b>	<input type="checkbox"/> No <b>(InfoCaseOpening: Neg)</b>

<b>e. CPS Reports Only: Does the report narrative include a comprehensive description of the allegation(s) (or if information is missing, clear documentation that reporter was asked and did not have the information)?</b>	
<b>Current maltreatment allegation(s)?</b> <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoCurrMaltxAllegations: Neg)</b>	<input type="checkbox"/> Comprehensive description of current maltreatment allegations was documented. <b>(InfoCurrMaltxAlleg: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCurrMaltxAllegations: Pos2)</b>
<b>Past maltreatment allegation(s)?</b> <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoPastMaltxAllegations: Neg)</b>	<input type="checkbox"/> Comprehensive description of past maltreatment allegations was documented. <b>(InfoPastMaltxAllegations: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoPastMaltxAllegations: Pos2)</b>
<b>Surrounding circumstances of the current allegation(s)?</b> <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoSurroundingCircumstances: Neg)</b>	<input type="checkbox"/> Comprehensive description of circumstances surrounding current allegations was documented. <b>(InfoSurroundingCircumstances: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSurroundingCircumstances: Pos2)</b>
<b>Frequency of alleged maltreatment?</b> <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoFrequency: Neg)</b>	<input type="checkbox"/> Comprehensive description of frequency of alleged maltreatment was documented. <b>(InfoFrequency: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoFrequency: Pos2)</b>

**COMPLETE REMAINDER OF SECTION A AND B FOR CPS REPORTS ONLY:**

<b>f. Does the report contain a description of the child(ren)'s injury or condition as a result of alleged maltreatment (or if information is missing, clear documentation that reporter was asked and did not have the information)?</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Includes description of injury or condition for <i>all</i> children <b>(InfoChildInjury: Pos1)</b>	<input type="checkbox"/> Describes injury or condition for <i>some</i> children <b>(InfoChildInjury: Neg1)</b>
<input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoChildInjury: Pos2)</b>	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoChildInjury: Neg2)</b>

<b>g. Does the report include information specific to each child's location, functioning, and vulnerability (or if information is missing, clear documentation that reporter was asked and did not have the information)?</b>	
Current location? <input type="checkbox"/> Yes  <input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information regarding current location for <i>all</i> children <b>(InfoChildCurrentLocation: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information for <i>all</i> children. <b>(InfoChildCurrentLocation: Pos2)</b>
	<input type="checkbox"/> Documentation includes information regarding current location for <i>some</i> children <b>(InfoChildCurrentLocation: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoChildCurrentLocation: Neg2)</b>
School/daycare? <input type="checkbox"/> Yes  <input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information regarding school/daycare name and dismissal time for <i>all</i> children <b>(InfoChildSchool: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have information for <i>all</i> children. <b>(InfoChildSchool: Pos2)</b>
	<input type="checkbox"/> Documentation includes information regarding school/daycare for <i>some</i> children <b>(InfoChildSchool: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoChildSchool: Neg2)</b>
Emotional functioning? <input type="checkbox"/> Yes  <input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information regarding emotional functioning for <i>all</i> children <b>(InfoChildFxEmotional: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have information for <i>all</i> children. <b>(InfoChildFxEmotional: Pos2)</b>
	<input type="checkbox"/> Documentation includes information regarding emotional functioning for <i>some</i> children <b>(InfoChildFxEmotional: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoChildFxEmotional: Neg2)</b>
Behavioral functioning? <input type="checkbox"/> Yes  <input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information regarding behavioral functioning for <i>all</i> children <b>(InfoChildFxBehavioral: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have information for <i>all</i> children. <b>(InfoChildFxBehavioral: Pos2)</b>
	<input type="checkbox"/> Documentation includes information regarding child functioning for <i>some</i> children <b>(InfoChildFxBehavioral: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoChildFxBehavioral: Neg2)</b>

<p>Cognitive functioning?</p> <p><input type="checkbox"/> Yes </p> <p><input type="checkbox"/> No </p>	<p><input type="checkbox"/> Documentation includes information cognitive functioning for <i>all</i> children. <b>(InfoChildFxCognitive: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have information for <i>all</i> children. <b>(InfoChildFxCognitive: Pos2)</b></p> <hr/> <p><input type="checkbox"/> Documentation includes information regarding child functioning for <i>some</i> children <b>(InfoChildFxCognitive: Neg1)</b></p> <p><input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.) <b>(InfoChildFxCognitive: Neg2)</b></p>
<p>Special Needs?</p> <p><input type="checkbox"/> Yes </p> <p><input type="checkbox"/> No </p>	<p><input type="checkbox"/> Documentation includes information regarding special needs for <i>all</i> children. <b>(InfoChildFxCognitive: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have information for <i>all</i> children. <b>(InfoChildFxCognitive: Pos2)</b></p> <hr/> <p><input type="checkbox"/> Documentation includes information regarding vulnerability for <i>some</i> children <b>(InfoChildFxCognitive: Neg1)</b></p> <p><input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoChildFxCognitive: Neg2)</b></p>
<p>Vulnerability?</p> <p><input type="checkbox"/> Yes </p> <p><input type="checkbox"/> No </p>	<p><input type="checkbox"/> Documentation includes information regarding vulnerability for <i>all</i> children. <b>(InfoChildFxCognitive: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have information for <i>all</i> children. <b>(InfoChildFxCognitive: Pos2)</b></p> <hr/> <p><input type="checkbox"/> Documentation includes information regarding vulnerability for <i>some</i> children <b>(InfoChildFxCognitive: Neg1)</b></p> <p><input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoChildFxCognitive: Neg2)</b></p>

<p><b>h. Does the report document that the required records searches (including relevant CPS history, CCAP, and the Sex Offender Registry) were conducted for all household members and alleged maltreaters(s)?</b></p>	
<p>Records in eWiSACWIS pertaining to prior reports of alleged maltreatment for <i>all</i> household members NOT including alleged maltreater(s) (or if there is no history, is there documentation that record searches were completed with negative results)?</p>	
<p><input type="checkbox"/> Yes </p>	<p><input type="checkbox"/> No </p>
<p><input type="checkbox"/> Documentation includes information on all prior relevant alleged maltreatment. <b>(InfoPriorRptsHH: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoPriorRptsHH: Pos2)</b></p>	<p><input type="checkbox"/> Records for <i>some</i> household members <b>(InfoPriorRptsHH: Neg1)</b></p> <p><input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.) <b>(InfoPriorRptsHH: Neg2)</b></p>
<p>Records in eWiSACWIS pertaining to prior reports of alleged maltreatment for any person(s) named by the reporter as an alleged maltreater (or if there is no history, is there documentation that records searches were completed with negative results)?</p>	
<p><input type="checkbox"/> Yes </p>	<p><input type="checkbox"/> No </p>
<p><input type="checkbox"/> Documentation includes information on all prior relevant alleged maltreatment. <b>(InfoPriorRpts: Pos1)</b></p>	<p><input type="checkbox"/> Records for <i>some</i> alleged maltreaters <b>(InfoPriorRpts: Neg1)</b></p>

<input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoPriorRpts: Pos2)</b>	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoPriorRpts: Neg2)</b>
eWiSACWIS records of any previous Initial Assessments pertaining to <i>all</i> household members NOT including alleged maltreater(s) (or if there is no history, is there documentation that record searches were completed with negative results)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Documentation includes information on all relevant previous Initial Assessments. <b>(InfoPrevIAhousehold: Pos1)</b> <input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoPrevIAhousehold: Pos1)</b>	<input type="checkbox"/> Records for <i>some</i> household members <b>(InfoPrevIAhousehold: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoPrevIAhousehold: Neg2)</b>
eWiSACWIS records of any previous Initial Assessments pertaining to any person(s) named by the reporter as an alleged maltreater) (or if there is no history, is there documentation that record searches were completed with negative results)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Documentation includes information on all relevant previous Initial Assessments. <b>(InfoPrevIAabuser: Pos1)</b> <input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoPrevIAabuser: Pos1)</b>	<input type="checkbox"/> Records for <i>some</i> alleged maltreaters <b>(InfoPrevIAabuser: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoPrevIAabuser: Neg2)</b>
CCAP records of household members 17 years of age and older (or if there is no history, is there documentation that record searches were completed with negative results)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Documentation includes information on all relevant CCAP records. <b>(InfoCCAPhousehold: Pos1)</b> <input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoCCAPhousehold: Pos2)</b>	<input type="checkbox"/> Records for <i>some</i> household members. <b>(InfoCCAPhousehold: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoCCAPhousehold: Neg2)</b>
CCAP records for any person named by the reporter as an alleged maltreater (or if there is no history, is there documentation that record searches were completed with negative results)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Documentation includes information on all relevant CCAP records. <b>(InfoCCAP: Pos1)</b> <input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoCCAP: Pos2)</b>	<input type="checkbox"/> Records for <i>some</i> alleged maltreaters. <b>(InfoCCAP: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoCCAP: Neg2)</b>
Records obtained from Sex Offender Registry for household members 17 years of age and older (or if there is no history, is there documentation that record searches were completed with negative results)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Documentation includes information for all Sex Offender Registries. <b>(InfoSORhousehold: Pos1)</b>	<input type="checkbox"/> Records for <i>some</i> household members. <b>(InfoSORhousehold: Neg1)</b>

<input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoSORhousehold: Pos2)</b>	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoSORhousehold: Neg2)</b>
Records obtained from Sex Offender Registry for any person named by the reporter as an alleged maltreater (or if there is no history, is there documentation that record searches were completed with negative results)?	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> Documentation includes information for all Sex Offender Registries. <b>(InfoSOR: Pos1)</b>	<input type="checkbox"/> Records for <i>some</i> alleged maltreaters. <b>(InfoSOR: Neg1)</b>
<input type="checkbox"/> Documentation indicates a record search with negative results. <b>(InfoSOR: Pos2)</b>	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.) <b>(InfoSOR: Neg2)</b>

**i. Does the report identify when the alleged maltreater(s) will have access to the child(ren) (or is there clear documentation the reporter was asked and did not have the information)?**

Whereabouts of the alleged maltreater(s)? <input type="checkbox"/> Yes 	<input type="checkbox"/> Documentation includes complete information regarding whereabouts of <i>all</i> alleged maltreater(s). <b>(InfoWhereabouts: Pos1)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoWhereabouts: Pos2)</b>
	<input type="checkbox"/> Documentation includes complete information regarding whereabouts of <i>some</i> alleged maltreaters. <b>(InfoWhereabouts: Neg1)</b>
	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoWhereabouts: Neg2)</b>
Access to child(ren) at the time of the report? <input type="checkbox"/> Yes 	<input type="checkbox"/> Documentation includes information about <i>all</i> alleged maltreaters current access to <i>all</i> children. <b>(InfoAccessTimeofRpt: Pos1)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoAccessTimeofRpt: Pos2)</b>
	<input type="checkbox"/> Documentation includes information about alleged maltreater's current access to <i>some</i> children. <b>(InfoAccessTimeofRpt: Neg1)</b>
	<input type="checkbox"/> Documentation includes information about current access of <i>some</i> alleged maltreaters. <b>(InfoAccessTimeofRpt: Neg2)</b>
	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoAccessTimeofRpt: Neg3)</b>
Access to child(ren) within the next five days? <input type="checkbox"/> Yes 	<input type="checkbox"/> Documentation includes complete information about <i>all</i> alleged maltreaters' future access to <i>all</i> children. <b>(InfoAccessNxtFiveDays: Pos1)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoAccessNxtFiveDays: Pos2)</b>
	<input type="checkbox"/> Documentation includes information about alleged maltreater's future access to <i>some</i> children. <b>(InfoAccessNxtFiveDays: Neg1)</b>
	<input type="checkbox"/> Documentation includes information about future access of <i>some</i> alleged maltreaters. <b>(InfoAccessNxtFiveDays: Neg2)</b>
	<input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoAccessNxtFiveDays: Neg3)</b>

<b>j. Does the report include information about changes in circumstances that may make fulfilling CPS responsibilities difficult (or is there clear documentation that no known circumstances exist)?</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoResponsibility: Neg)</b>
<input type="checkbox"/> Changes in circumstances were documented. <b>(InfoResponsibility: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoResponsibility: Pos2)</b>	

<b>k. Does the report contain information about the presence (or absence) of domestic violence within the home environment?</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoDV: neg)</b>
<input type="checkbox"/> Description of domestic violence was documented. <input type="checkbox"/> Domestic violence present <b>(InfoDV: presence1)</b> <input type="checkbox"/> No domestic violence present <b>(InfoDV: presence2)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have information. <b>(InfoDV: presence3)</b>	

<b>i. Does the report address how the family will respond to agency intervention and describe parental protective capacities (or is there clear documentation that the reporter was asked and did not have the information)?</b>	
Reporter's opinion as to how family may respond to agency's intervention?	
<input type="checkbox"/> Yes <b>(InfoResponseOpinion: Pos)</b>	<input type="checkbox"/> No <b>(InfoResponseOpinion: Neg)</b>
Parental protective capacity: emotional	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoEmotional: Neg)</b>
<input type="checkbox"/> Documentation includes description of emotional protective capacities. <b>(InfoEmotional: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoEmotional: Pos2)</b>	
Parental protective capacity: behavioral	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoBehavioral: Neg)</b>
<input type="checkbox"/> Documentation includes description of behavioral protective capacities. <b>(InfoBehavioral: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoBehavioral: Pos2)</b>	
Parental protective capacity: cognitive	

<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoCognitive: Neg)</b>
<input type="checkbox"/> Documentation includes description of cognitive protective capacities. <b>(InfoCognitive: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCognitive: Pos2)</b>	

**2. Additional information to gather and document for Primary Assessment cases (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 3, III.B., Additional Information to Gather and Document for Primary Assessment Cases, pp. 12-13*)**

<p><b>a. Does the report include information about the parent(s) and/or caregiver(s) location, functioning, parenting practices, and views of the child(ren) (or is there clear documentation that the reporter was asked and did not have the information)?</b></p>	
<p>Current location?</p> <input type="checkbox"/> Yes 	<input type="checkbox"/> Location was described for <i>all</i> parent(s)/caregiver (s). <b>(InfoCaregiverLocation: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCaregiverLocation: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Location was described for <i>some</i> parents/caregivers. <b>(InfoCaregiverLocation: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoCaregiverLocation: Neg2)</b>
<p>Emotional functioning?</p> <input type="checkbox"/> Yes 	<input type="checkbox"/> Emotional functioning was described for <i>all</i> parent(s)/caregiver(s). <b>(InfoCaregiverEmotionalFx: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCaregiverEmotionalFx: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Emotional functioning was described for <i>some</i> parents/caregivers. <b>(InfoCaregiverEmotionalFx: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoCaregiverEmotionalFx: Neg2)</b>
<p>Behavioral functioning?</p> <input type="checkbox"/> Yes 	<input type="checkbox"/> Behavioral functioning was described for <i>all</i> parent(s)/caregiver(s). <b>(InfoCaregiverBehavioralFx: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCaregiverBehavioralFx: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Behavioral functioning was described for <i>some</i> parents/caregivers. <b>(InfoCaregiverBehavioralFx: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoCaregiverBehavioralFx: Neg2)</b>
<p>Cognitive functioning?</p> <input type="checkbox"/> Yes 	<input type="checkbox"/> Cognitive functioning was described for <i>all</i> parent(s)/caregiver(s). <b>(InfoCaregiverCognitiveFx: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCaregiverCognitiveFx: Pos2)</b>

<input type="checkbox"/> No 	<input type="checkbox"/> Cognitive functioning was described for <i>some</i> parents/caregivers. <b>(InfoCaregiverCognitiveFx: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoCaregiverCognitiveFx: Neg2)</b>
Parenting practices? <input type="checkbox"/> Yes 	<input type="checkbox"/> Parenting practices were described for <i>all</i> parent(s)/caregiver(s). <b>(InfoCaregiverParentingPractice: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCaregiverParentingPractice: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Parenting practices were described for <i>some</i> parent(s)/caregiver(s). <b>(InfoCaregiverParentingPractice: Neg1)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoCaregiverParentingPractice: Neg2)</b>
Views of child(ren)? <input type="checkbox"/> Yes 	<input type="checkbox"/> Views of <i>all</i> children were described for <i>all</i> parent(s)/caregiver(s). <b>(InfoCaregiverViewsOfChild: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoCaregiverViewsOfChild: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Views of <i>some</i> children were described <b>(InfoCaregiverViewsOfChild: Neg1)</b> <input type="checkbox"/> Views were described for <i>some</i> parent(s)/caregiver(s). <b>(InfoCaregiverViewsOfChild: Neg2)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “none”, “unknown”, etc.). <b>(InfoCaregiverViewsOfChild: Neg3)</b>

<b>b. Does the report contain information on family functioning, strengths and current stressors (or is there clear documentation that the reporter was asked and did not have the information)?</b>	
Family functioning? <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoFamilyFx: Neg)</b>	<input type="checkbox"/> Family functioning was described. <b>(InfoFamilyFx: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoFamilyFx: Pos2)</b>
Family strengths? <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoFamilyStrength: Neg)</b>	<input type="checkbox"/> Family strengths were described. <b>(InfoFamilyStrength: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoFamilyStrength: Pos2)</b>
Family stressors? <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoFamilyStressors: Neg)</b>	<input type="checkbox"/> Family stressors were described. <b>(InfoFamilyStressors: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoFamilyStressors: Pos2)</b>

<b>c. Does the report identify by name the alleged maltreater(s) and his or her relationship to the child(ren) (or is there clear documentation that the reporter was asked and did not have the information)?</b>
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<p>Identification of the alleged maltreater(s) by name?</p> <p><input type="checkbox"/> Yes </p> <p><input type="checkbox"/> No </p>	<p><input type="checkbox"/> Identity of alleged maltreater(s) was documented. <b>(InfoIdentification: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoIdentification: Pos2)</b></p> <hr/> <p><input type="checkbox"/> Identity of <i>some</i> alleged maltreater(s) was documented <b>(InfoIdentification: Neg1).</b></p> <p><input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoIdentification: Neg2)</b></p>
<p>Relationship of the alleged maltreater(s) to the child(ren)?</p> <p><input type="checkbox"/> Yes </p> <p><input type="checkbox"/> No </p>	<p><input type="checkbox"/> Information about <i>all</i> alleged maltreaters relationships to <i>all</i> children was documented. <b>(InfoRelationship: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoRelationship: Pos2)</b></p> <hr/> <p><input type="checkbox"/> Documentation includes information about relationships to <i>some</i> children. <b>(InfoRelationship: Neg1)</b></p> <p><input type="checkbox"/> Documentation includes information about relationships of <i>some</i> alleged maltreaters. <b>(InfoRelationship: Neg2)</b></p> <p><input type="checkbox"/> Section was blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoRelationship: Neg3)</b></p>

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**3. Additional information to gather and document for Secondary Assessment cases (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 3, III.C., Additional Information to Gather and Document for Secondary Assessment Cases, p. 13*)**

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**a. Does the report identify the name of alleged maltreater(s), his or her relationship to the child(ren) and access to the child(ren) at the time of the report and within the next five days (or is there clear documentation that the reporter was asked and did not have the information)?**

<p>Identification of the alleged maltreater(s) by name?</p> <p><input type="checkbox"/> Yes </p> <p><input type="checkbox"/> No </p>	<p><input type="checkbox"/> Identity of alleged maltreater(s) was documented. <b>(InfoSecondaryIdentification: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryIdentification: Pos2)</b></p> <hr/> <p><input type="checkbox"/> Identity of <i>some</i> alleged maltreater(s) was documented <b>(InfoSecondaryIdentification: Neg1).</b></p> <p><input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., "none", "unknown", etc.). <b>(InfoSecondaryIdentification: Neg2).</b></p>
<p>Relationship of the alleged maltreater to the child(ren)?</p> <p><input type="checkbox"/> Yes </p>	<p><input type="checkbox"/> Information about <i>all</i> alleged maltreaters' relationships to <i>all</i> children was documented. <b>(InfoSecondaryRelationship: Pos1)</b></p> <p><input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryRelationship: Pos2)</b></p>

<input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information about relationships to <i>some</i> children . <b>(InfoSecondaryRelationship: Neg1)</b> <input type="checkbox"/> Documentation includes information about relationships of <i>some</i> alleged maltreaters. <b>(InfoSecondaryRelationship: Neg2)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “unknown”) <b>(InfoSecondaryRelationship: Neg3)</b>
<p>Access to the child(ren) at the time of the report?</p> <input type="checkbox"/> Yes 	<input type="checkbox"/> Documentation includes information about <i>all</i> alleged maltreaters’ access to <i>all</i> children.. <b>(InfoSecondaryAccessTimeofRpt: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryAccessTimeofRpt: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information about current access to <i>some</i> children. <b>(InfoSecondaryAccessTimeofRpt: Neg1)</b> <input type="checkbox"/> Documentation includes information about current access of <i>some</i> alleged maltreaters. <b>(InfoSecondaryAccessTimeofRpt: Neg2)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “unknown”) <b>(InfoSecondaryAccess TimeofRpt: Neg3)</b>
<p>Access to the child(ren) within the next five days?</p> <input type="checkbox"/> Yes 	<input type="checkbox"/> Documentation includes information about <i>all</i> alleged maltreaters’ future access to <i>all</i> children. <b>(InfoSecondaryAccessNxtFiveDays: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryAccessNxtFiveDays: Pos2)</b>
<input type="checkbox"/> No 	<input type="checkbox"/> Documentation includes information about future access to <i>some</i> children. <b>(InfoSecondaryAccessNxtFiveDays: Neg1)</b> <input type="checkbox"/> Documentation includes information about future access of <i>some</i> alleged maltreaters. <b>(InfoSecondaryAccessNxtFiveDays: Neg2)</b> <input type="checkbox"/> Section is blank or documentation is ambiguous (e.g., “unknown”) <b>(InfoSecondaryAccessNxtFiveDays: Neg3)</b>

<b>b. Does the report describe the parental/caregiver knowledge and involvement in the alleged incident (or is there clear documentation that the reporter was asked and did not have the information)?</b>	
<p>Parental knowledge of the alleged incident?</p> <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoSecondaryCaregiverKnowledge: Neg)</b>	<input type="checkbox"/> Information about parental knowledge of the alleged incident was documented. <b>(InfoSecondaryCaregiverKnowledge: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryCaregiverKnowledge: Pos2)</b>
<p>Parental actions in response to the alleged incident?</p> <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoSecondaryCaregiverActions: Neg)</b>	<input type="checkbox"/> Information about parental actions in response to the alleged incident was documented. <b>(InfoSecondaryCaregiverActions: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and

	did not have the information. <b>(InfoSecondaryCaregiverActions: Pos2)</b>
Parental involvement in, or contribution to, the alleged incident? <input type="checkbox"/> Yes  <input type="checkbox"/> No <b>(InfoSecondaryParentalinvolvement: Neg)</b>	<input type="checkbox"/> Information about parental involvement in, or contribution to, the alleged incident was documented. <b>(InfoSecondaryParentalinvolvement: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryParentalinvolvement: Pos2)</b>

<b>c. Is there information to indicate that the alleged maltreater is an employee or part of the organization providing care (school, daycare, residential care center, etc.) (or is there clear documentation that the reporter was asked and did not have the information)?</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoSecondaryEmp: Neg)</b>
Report indicates that the alleged maltreater: <input type="checkbox"/> IS part of an organization providing care <b>(InfoSecondaryEmp:Pos1)</b> <input type="checkbox"/> IS NOT part of an organization providing care <b>(InfoSecondaryEmp: Pos2)</b> , OR <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryEmp: Pos3)</b>	
<b>Only if alleged maltreater is employee: Does the report describe the actions taken by the school, daycare, residential care center, or other organization in response to the incident?</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No <b>(InfoSecondaryEmpAction: Neg)</b>
<input type="checkbox"/> Report describes actions taken by the organization <b>(InfoSecondaryEmpAction: Pos1)</b> <input type="checkbox"/> Documentation indicates that reporter was asked and did not have the information. <b>(InfoSecondaryEmpAction: Pos2)</b>	

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## B. SAFETY ASSESSMENT

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<b>1. Were present danger threats identified? (Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 6, Section VI.A., Screening of an Access Report, pp. 22)</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
Does the reviewer agree with the assessment of present danger? <input type="checkbox"/> Yes <b>(SafetyPD: Pos1)</b> <input type="checkbox"/> No <b>(SafetyPD: Neg1)</b> <input type="checkbox"/> Not enough information in report to accurately determine the presence or absence of present danger <b>(SafetyPD: info1)</b> Provide Explanation:	Does the reviewer agree with the assessment of no present danger? <input type="checkbox"/> Yes <b>(SafetyPD: Pos2)</b> <input type="checkbox"/> No <b>(SafetyPD: Neg2)</b> <input type="checkbox"/> Not enough information in report to accurately determine the presence or absence of present danger <b>(SafetyPD: info2)</b> Provide Explanation:

<b>2. Were possible or likely impending danger threats identified? (Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 7, Section VII.A., Determining the Timeframe for Response, pp. 25-26)</b>	
<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
Does the reviewer agree with the assessment of : Possible or likely impending danger? <input type="checkbox"/> Yes ( <b>SafetyIDT: Pos1</b> ) <input type="checkbox"/> No ( <b>SafetyIDT: Neg1</b> ) <input type="checkbox"/> Not enough information in report to accurately determine the presence or absence of impending danger ( <b>SafetyPDT: info1</b> ) <input type="checkbox"/> Identified impending danger threat(s) same family condition(s)/behavior(s) as the identified present danger threat(s) ( <b>SafetyIPD: equalsPD</b> )  Provide Explanation:	Does the reviewer agree with the assessment of no : Possible or likely impending danger? <input type="checkbox"/> Yes ( <b>SafetyIDT: Pos2</b> ) <input type="checkbox"/> No ( <b>SafetyIDT: Neg2</b> ) <input type="checkbox"/> Not enough information in report to accurately determine the presence or absence of impending danger ( <b>SafetyIPD: info2</b> )  Provide Explanation:

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**C. SCREENING DECISION (CPS and SERVICE REPORTS)**

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<b>1. Was the screening decision correct based on information documented in the report and requirements established in Standards? (Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 6, The Screening Decision, pp. 21-25)</b>
<input type="checkbox"/> Yes ( <b>ScreenDecision: Pos</b> ) <input type="checkbox"/> No ( <b>ScreenDecision: Neg</b> )

<b>2. Was the case type correct based on information documented in the report and requirements established in Standards? (Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 6, The Screening Decision, pp. 21-25)</b>	
<input type="checkbox"/> Yes ( <b>ScreenCaseType: Pos</b> )  <input type="checkbox"/> No 	Reviewer's case type determination: <input type="checkbox"/> CPS Primary ( <b>ScreenCaseType: NegPCPS</b> ) <input type="checkbox"/> CPS Secondary/Noncaregiver ( <b>ScreenCaseType: NegSecCPS</b> ) <input type="checkbox"/> CPS Traditional Response ( <b>ScreenCaseType: NegTR</b> )

<b>3. Were the screening and response time decisions made within 24 hours of receipt of the report (inclusive of weekends and holiday)? (Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 6, VI.A., Screening of an Access Report, p. 22)</b>
<input type="checkbox"/> Yes ( <b>Screen24: pos</b> ) <input type="checkbox"/> No ( <b>Screen24: neg</b> )

4. If the report was screened out, does the explanation for the screening decision include justification of the reason the report does not warrant CPS intervention? (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 6, VI.C.1., Criteria for Screening Out an Access Report, pp. 24-25*)

Yes (ScreenSO: pos)

No ScreenSO: neg)

5. If the report was screened in, does the assigned response time meet the criteria defined in standards, OR does supervisor provide satisfactory explanation for alternative response time? (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 7, VII.A., Determining the Timeframe for Response, pp. 25-28*)

<input type="checkbox"/> Yes 	<input type="checkbox"/> No 
<input type="checkbox"/> The assigned response time meets the criteria identified in Standards. (ScreenResponse: Pos1)	<input type="checkbox"/> The assigned response time does not meet the criteria identified in Standards. (ScreenResponse: Neg1)
<input type="checkbox"/> Supervisor correctly supports an alternative response time (ScreenResponse: Pos2)	<input type="checkbox"/> Supervisory explanation does not support an alternative response time (ScreenResponse: Neg2)

**D. NOTIFICATIONS**

1. Does the report contain documentation that the agency notified law enforcement of the report within 12 hours (exclusive of weekends and holidays) in cases of alleged sexual abuse or in other cases as agreed upon with local law enforcement agencies? (*Wisconsin Child Protective Services Access and Initial Assessment Standards Sec. 1, Ch. 11, XI.A., Required Notifications for Applicable Cases, pp. 31-32*)

Yes (NoticeLaw: Pos)

No (NoticeLaw: Neg)

Not applicable. The allegations do not require notification of law enforcement. (NoticeLaw: NA)

2. If the agency knows or has reason to suspect the child who is the subject of the report is an Indian child, does the report contain documentation that the agency provided notice of the CPS report to the appropriate tribal agent within 24 hours? (*Wisconsin Child Protective Services Access and Initial Assessment Standards Sec. 1, Ch. 11, XI.A., Required Notifications for Applicable Cases, pp. 31-32 or DCF Numbered Memo 2012-08, "Notifying Tribal Child Welfare Agencies of Child Protective Services Reports."*)

Yes (NoticeWICWA: pos)

No NoticeWICWA: neg)

Not applicable (NoticeWICWA: na)

3. If the report was screened out, does the report contain documentation to indicate that feedback was provided to the mandated reporter within 60 days of receipt of the report?? (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 11, XI.B., Feedback to a Mandated Reporter When the Access Report is Screened Out, p. 33, and Sec. 1, Ch. 11, XI.C., Feedback to a Relative Reporter When the Access Report is Screened Out, p. 33*)

- Yes (NoticeMR: pos)
- No (NoticeMR: neg)
- Not applicable. Sixty days have not yet expired. (NoticeMR: na)

4. If the report was screened out, does the report contain documentation to indicate that feedback was provided to a relative reporter (when requested) within 20 days of receipt of the request? (*Wisconsin Child Protective Services Access and Initial Assessment Standards, Sec. 1, Ch. 11, XI.B., Feedback to a Mandated Reporter When the Access Report is Screened Out, p. 33, and Sec. 1, Ch. 11, XI.C., Feedback to a Relative Reporter When the Access Report is Screened Out, pp. 33*)

- Yes (NoticeRRpos)
- No (NoticeRRneg)
- Not applicable. There is no indication that the relative reporter requested feedback, or 20 days have not yet expired. (NoticeRR: na)

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## E. REASONS FOR SCREENING ERRORS

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### 1. Reasons for Screening Error

**Cursory Assessment (ReasonCursoryAssessment)**

- Conducting a "welfare check" prior to the screening decision, which could influence decision making
- Screening in a report to "go out, take a look"
- Contacting a worker on the case (or anyone who knows the family) to assess if the evidence exists to support the information, and screening out based on that person's opinion of the reported information (i.e., misuse of collateral contacts, making maltreatment determination at Access)

**Dismissing Reporter (ReasonDismissingReporter)**

- Discounting the reporter because he / she did not have first-hand information about alleged maltreatment
- Discounting the reporter because information was provided by a child without compelling evidence or sufficient detail
- Discounting the reporter solely because the worker / supervisor does not believe he / she is credible

**Inaccurate Use of History (ReasonHistory)**

- Current referral does not meet CPS criteria, but screened in or out based on misuse of history with family
- CCAP and CPS history is overlooked or incorrectly assessed

**Incident Based Screening (ReasonIncidentBasedScreening)**

- Misuse of statutory definition of abuse or neglect citing a lack of maltreatment or injury while information in the report supports a present or possible/likely impending safety threat and /or threatened harm
- Screen-out because at the time of the report the child displays no signs or symptoms of physical injuries while information in the report supports a present or possible/likely impending safety threat and /or threatened harm

**Lack of Understanding of Present Danger (ReasonPD)**

- Inaccurately identifying Present Danger Threats in the reported information
  - Not identifying existing Present Danger Threats in the reported information
-

- 
- Lack of Understanding of Possible or Likely Impending Danger (ReasonIDT)**
- Inaccurately identifying possible or likely Impending Danger Threats in the reported information
  - Not identifying existing possible or likely Impending Danger Threats in the reported information
- 
- Multiple Reports (ReasonMultiple)**
- Using "Multiple Referral" screen out reason when reports are several months apart and / or unrelated
  - New allegations are received on an open case and are not recognized or treated as a separate report
- 
- Screening with Value Judgments (ReasonJudgments)**
- Screening report based on where family lives, parent's job, race, ethnicity, type of drug (e.g., alcohol and marijuana are acceptable; cocaine, methamphetamine, heroin are not acceptable)
- 
- Case Currently Open for Services (ReasonOpen)**
- Some evidence that another provider is involved with the family and agency assumes provider will address the current concerns
  - Case open to ongoing services, safety services, wraparound, another area of the agency (e.g., Juvenile Justice), or to a tribe
- 
- Undue Influence (ReasonInfluence)**
- Community pressure to open cases
  - Agency culture to screen in or out specific types of cases / circumstances (e.g., always screen out custody battles)
  - Screening to adjust for workload demands
- 
- Other: (ReasonOther)**
- 

## 2. Primary Reason for Screening Error

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- Cursory Assessment (PrimaryReasonCursoryAssessment)**
- Dismissing Reporter (PrimaryReasonDismissingReporter)**
- Inaccurate Use of History (PrimaryReasonHistory)**
- Incident Based Screening (PrimaryReasonIncidentBasedScreening)**
- Lack of Understanding of Present Danger (PrimaryReasonPD)**
- Lack of Understanding of Possible or Likely Impending Danger (PrimaryReasonIDT)**
- Multiple Reports (PrimaryReasonMultiple)**
- Screening with Value Judgments (PrimaryReasonJudgments)**
- Case Currently Open for Services (PrimaryReasonOpen)**
- Undue Influence (PrimaryReasonInfluence)**
- Other (PrimaryReasonOther)**

**Description:**

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## Appendix E: Quality Management

The Access case record review Quality Management (QM) plan aims to provide valid and reliable case review information that reflects practices and outcomes in the area of Access. Two components make up Wisconsin's QM plan. The first component, Quality Assurance (QA), puts review policies and procedures in place to verify that data quality objectives are met. Most of this work occurs before the case review process is started. Weekly check-in meetings are an ongoing practice that occurs throughout the entire review period. The second component, Quality Control (QC), establishes a process of ensuring data integrity through monitoring of consistency and completeness. This work typically occurs after a case record review is completed.

Below is a summary of QA and QC activities completed as part of the 2015 Access Case record review.

### Quality Assurance:

1. **Review Instrument Development.** Prior to commencing the 2015 Access case record review the Access case record review instrument was rigorously tested for validity and reliability. A pilot review using 98 CPS reports randomly selected from the Balance of the State and BMCW was conducted in October - November 2014. In addition, multiple inter-rater reliability studies were conducted over the course of 2014. Over the course of the two pilots, improvements and clarification was made to questions in the Access review instrument and instructions.
2. **Reviewer Training and Expertise.** All certified case reviewers were required to have child welfare experience. They also completed additional training prior to initiating reviews. Training included Access Pre-Service Training and an eight-hour training on the Access review instrument and the Wisconsin Child Protective Services Access and Initial Assessment Standards. Given the compressed timeframe, specific prerequisites and training requirements were not codified prior to commencing case reviews. The proposed requirements were developed with input from members of the Access case record review workgroup, which includes representatives from BSWB and BMCW. Referenced in the requirements are BPM Quality Assurance Program Specialist (QAPS). Quality Assurance Program Specialists (QAPS) are personnel in the Bureau of Performance Management (BPM) who are experts in the review instruments and procedures. These staff provided coaching and mentoring to provisionally certified and certified reviewers. QAPS also made final determinations on appropriateness of answers. When necessary, BPM consulted with DSP on issues relating to the interpretation of Access and Initial Assessment Standards.
3. **Check-in Meetings.** QRPA and BSWB staff met on a regular basis to discuss problem areas and difficult questions encountered during the Access review, and procedures and areas where additional training and support were necessary. During 2015, clarifications and revisions were addressed in a series of weekly check-in meetings regarding the QM protocols, training, instructions, and the review instrument. Any changes and updates were shared via check-in meetings with final decisions emailed to each reviewer.
4. **Data Integrity.** In collaboration with the University of Wisconsin-Madison School of Social Work, the Access review instrument was modified to reflect only one construct per question. The final, electronic version of the instrument also underwent User Acceptance Testing (UAT). As a result of UAT, further improvements to questions in the instrument and accompanying instructions were made, including clarification of data entry steps. Additionally, the electronic review instrument in Microsoft Access was built to incorporate skip logic and validation mechanisms to help reviewers avoid data entry errors, including a "Validate" box to ensure all required questions were

answered. Lastly, there was planning to ensure that the review data obtained through the Microsoft Access database could be prepared for statistical analysis.

5. **Review Sample.** An internal procedure established to use if a CPS report needed to be swapped out from the sample and replaced with a CPS report from the oversample.

**Quality Control:**

1. **Checking for Data Errors.** All cases were reviewed to identify potential errors or outliers. This process involved cross-checking administrative data with survey data. Specific items assessed included:
  - a. eWiSACWIS case number
  - b. Access Report number
  - c. Case Type
  - d. Screening Decision
  - e. Screening Decision Response Time
  - f. Screened within 24 hours
  - g. Report Method (Fax/Phone/In-Person)
  - h. Law enforcement Notification
2. **Assessing Reviewers.** All results were banded across reviewers to determine if specific reviewers systematically scored reports substantially higher or lower than average. Due to identified differences, some items were re-assessed for consistency. Specific items assessed included:
  - a. ICWA Notification\*
  - b. Child Injury\*
  - c. Surrounding Circumstances
  - d. Child Vulnerability
  - e. Domestic Violence\*
  - f. Present Danger
  - g. Impending Danger
  - h. Family Functioning
  - i. Screening Decisions
  - j. Safety Assessment

\*Items re-assessed for consistency

3. **Secondary Review.** During the review process, reviewers were provided with prescriptive guidelines for information gathering and the adequacy of documentation. The only language deemed acceptable was “The reporter was asked and did not know.” Statements such as “The reporter did not indicate” or, “The reporter was unaware” were given a negative answer on the basis that such phrases did not adequately convey that a question was asked.

The areas of information gathering in which reviewers found the most significant degree of deviation in interpretation of Access and Initial Assessment Standards were compliance with the Indian Child Welfare Act (ICWA), domestic violence (DV), and child injury/condition. Therefore, BPM conducted a secondary review around these areas, allowing a larger degree of professional judgement with respect to acceptable language when specific information was missing, i.e., not a strict adherence to requiring the phrase “The reporter was asked and did not know.”

Below are the review results for information gathering on ICWA, DV, and child injury/condition:

**Table E-1. Secondary Review Results for Selected Information Gathering Components.**

**CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Reports Reviewed</b>	<b>Initial Review (Positive Responses)</b>	<b>Secondary Review (Positive Responses)</b>
<b>ICWA</b>	271	147	224
<b>DV</b>	271	147	211
<b>Child Injury</b>	271	155	218

4. **Logic Pathways.** Areas were cross-referenced where it was believed the answers should influence one another. An example is if there is one adult household member identified in the Access report, there should not be answers referring to multiple parents. A partial list of specific items assessed included:
  - a. Background Checks
  - b. Tribal Notifications
  - c. Mandated Reporter Notifications
  - d. Present Danger and Response Time
  - e. Impending Danger and Response Time
5. **QA Reviews:** An expert peer reviewer (a Quality Assurance Program Specialist who did not review the CPS report originally) conducted a second case record review (i.e. re-reviewed the entire report. This process included reviewing all information from the initial review to confirming consistency; 12% of reports in the sample were reviewed by an additional QAPS.
6. **Screening Decision Panel.** Results of the initial review indicated reviewers disagreed with a county's screening decision in 30 instances. In order to confirm the consistency with Access and Initial Assessment Standards of these findings, a Screening Decision panel (expert peer reviewers) reassessed all 30 CPS Reports. The Screening Decision Panel included members of QRPA, BSWB, the reviewer, and supervisors. Upon a second review of the 30 reports, the Screening Decision Panel affirmed 22 of the reviewer's decisions and reversed 8 of the reviewer's decisions.
7. **Data Integrity.** A process was established to ensure that the review data and eWiSACWIS administrative data were appropriately stored and secured.
8. **Review Sample.** The administrative data on cases in the sample were cross-referenced with all 2014 administrative data to determine if the sample estimates were appropriate.

# Appendix F: Information on Statistics and Results Tables

## What is statistics?

Statistics is the science of collecting, organizing, presenting, analyzing, and interpreting data, which can be used to assist in making more effective decisions. This report presents statistical analyses of data gathered from Access Report case record reviews to learn more about Wisconsin's child welfare system to help DCF better serve children and families.

## What is correlation?

Correlation is when two items have a relationship with one another (e.g., as one increases, the other decreases). For example, statistical methods were used to examine whether or not adherence to specific standards is correlated with better outcomes for children. Correlations can provide insight into which standards are most important for achieving better outcomes for children. This can help the child welfare system prioritize what matters most.

## What does it mean to be “statistically significant”?

A value is statistically significant if researchers find, using statistical tests, that an outcome is not based on chance. For example, one result highlighted in this report is that child injury/condition is 2.6 times more likely to be adequately documented when the allegations included physical abuse. Because this result was found to be statistically significant we know that adequate documentation of injury and allegations of physical abuse have a relationship (and the correlation is not random).

## What is a p-value?

A probability value, or p-value, shows if it is likely that a result is statistically significant (not due to chance). In this report values that are statistically significant are marked with asterisks (\*). Researchers can choose different p-values to determine statistical significance. The smaller the p-value, the more likely it is that a result is statistically significant. The larger the p-value, the more likely it is that a result is not statistically significant. Smaller p-values are indicated with more asterisks.

## What is an odds ratio?

An odds ratio tells us the **likelihood** that **A** will occur if **B** is present. For example, in this report we learned that it is **2.6 times more likely for reports to adequately document child injury/condition** if **the allegations included physical abuse**.

## How to Read a Table:

Below is a table about two fictional counties. The same table appears multiple times in this appendix.

1. Look at the **table name**: “Number of Female and Male Children in River and Valley Counties.” The table name conveys important information about the data contained in the table (in this example, the number of female and male children in two different counties).

**TABLE 1: Number of Female and Male Children in River and Valley Counties**

	Age Range:					
	0-4		5-10		11-17	
County:	Female	Male	Female	Male	Female	Male
River	20	35	40	35	20	23
Valley	7	3	13	11	4	3

2. Look at the heading for the rows. **Rows** are the horizontal lines of data in the table. Because this table contains the row heading “County,” the subheadings below refer to specific counties (in this case, River and Valley).

**TABLE 1: Number of Female and Male Children in River and Valley Counties**

	Age Range:					
	0-4		5-10		11-17	
County:	Female	Male	Female	Male	Female	Male
River	20	35	40	35	20	23
Valley	7	3	13	11	4	3

3. Look at heading for the columns. **Columns** are the vertical lines of data in the table. Because this table contains the column heading “Age Range” the subheadings below indicate specific age ranges (0-4, 5-10, and 11-17). The additional subheadings “Female” and “Male” indicate how many female and male children are in each age range. For example, there are 20 female children age 0-4 in River County.

**TABLE 1: Number of Female and Male Children in River and Valley Counties**

	Age Range:					
	0-4		5-10		11-17	
County:	Female	Male	Female	Male	Female	Male
River	20	35	40	35	20	23
Valley	7	3	13	11	4	3

From the table name, headings, and subheadings this table provides information about the number of female and male children ages 0-4, 5-10, and 11-17 in River County and Valley County.

4. To get specific information about the number of children in River and Valley Counties, look in the table’s cells. A **cell** is an intersection of a row and column. The information in the highlighted cell below indicates that there are 13 female children age 5-10 in Valley County.

**TABLE 1: Number of Female and Male Children in River and Valley Counties**

	Age Range:					
	0-4		5-10		11-17	
County:	Female	Male	Female	Male	Female	Male
River	20	35	40	35	20	23
Valley	7	3	13	11	4	3

## Appendix G: Review Sample by County

CPS Reports from a total of 50 counties were captured in the random sample of reports reviewed.

**Table G-1. Distribution of Counties in the Random Sample.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

<b>County</b>	<b>No. CPS Reports</b>	<b>County</b>	<b>No. CPS Reports</b>
Adams	1	Marquette	1
Bayfield	1	Menominee	2
Brown	12	Milwaukee	57
Burnett	3	Monroe	3
Chippewa	7	Oconto	1
Clark	2	Oneida	1
Columbia	6	Outagamie	9
Dane	27	Pierce	2
Dodge	2	Polk	3
Door	1	Portage	4
Douglas	3	Racine	14
Dunn	1	Richland	1
Eau Claire	7	Rock	10
Fond Du Lac	3	Rusk	1
Grant	3	Saint Croix	3
Green	1	Sauk	1
Green Lake	4	Shawano	4
Jackson	4	Sheboygan	3
Kenosha	7	Trempealeau	2
La Crosse	8	Vernon	1
Lafayette	2	Walworth	4
Langlade	3	Waukesha	4
Manitowoc	1	Waushara	1
Marathon	2	Winnebago	16
Marinette	4	Wood	8
		<b>TOTAL</b>	<b>271</b>

## Appendix H: Review Results by Question

### All CPS Reports (N=271)

#### Information Gathering

**Table H-1. ICWA Information.<sup>∞</sup>  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	American Indian Heritage
Addressed for all children	99
Reporter was asked and did not know	48
Missed for some children	4
Blank/missing/ambiguous	120

<sup>∞</sup> Prior to Secondary Review (Appendix E)

**Table H-2. General Information.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	Names/Contact Information of Collaterals	Participants Tab: Required Individuals	Identified Correct Household
Yes	115	219	249
No	156	52	22

**Table H-3. Description of Allegations.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	Current Maltreatment	Past Maltreatment	Surrounding Circumstances	Frequency of Alleged Maltreatment
Yes	190	103	156	90
No	71	143	95	151
Reporter did not know	10	25	20	30

**Table H- 4. Description of Injury and/or Condition(s).  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	Child Injury/ Condition
Addressed for all children	145
Reporter was asked and did not know	10
Missed for some children	11
Blank/missing/ambiguous	105

<sup>∞</sup> Prior to Secondary Review (see Appendix E, Table E-1)

**Table H-5. Child Information.**  
**CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Current Location</b>	<b>School/Daycare</b>	<b>Special Needs</b>	<b>Child Vulnerability</b>	<b>Child Functioning: Emotional</b>	<b>Child Functioning: Behavioral</b>	<b>Child Functioning: Cognitive</b>
Documented for all children	83	120	60	42	31	41	29
Documented for some children	34	44	38	16	27	26	24
Not documented	127	77	139	192	184	173	188
Reporter did not know	27	120	34	21	29	31	30

**Table H-6. Records Searches: Alleged Maltreater(s).**  
**CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Prior CPS Referrals</b>	<b>Previous Initial Assessments</b>	<b>Wisconsin Court System</b>	<b>Sex Offender Registry</b>
Past records documented for all applicable individuals	85	63	172	43
Negative search results documented where applicable	39	76	42	57
Some required records searches documented	6	3	7	3
Blank/missing/ambiguous	141	129	50	168

**Table H-7. Alleged Maltreater Information.**  
**CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Current Whereabouts</b>	<b>Access to Child(ren) at Time of Report</b>	<b>Access to Child(ren) in Next Five Days</b>
Documented for all alleged maltreaters	60	97	156
Documented for some alleged maltreaters	6	11	15
Not documented	167	4	7
Reporter did not know	38	121	57
		39	39

**Table H-8. Family Information.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Circumstances That May Affect Fulfilling CPS Responsibilities</b>	<b>Reporter's Opinion on Family Response to Agency Intervention</b>
Yes	87	166
No	122	105
Reporter did not know	62	-

**Table H-9. Domestic Violence (DV) Information.<sup>∞</sup>  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Presence of DV in the Home</b>
Yes, present	43
No, not present	51
Not documented	124
Reporter did not know	53

<sup>∞</sup> Prior to Secondary Review (see Appendix E, Table E-1)

**Table H-10. Description of Parental Protective Capacities.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Emotional</b>	<b>Behavioral</b>	<b>Cognitive</b>
Yes	18	29	16
No	234	224	236
Reporter did not know	19	18	19

### **Screening Decision**

**Table H-11. Screening Decision and Response Time.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Screening Decision Consistent with Standards</b>	<b>Case Type Consistent with Standards</b>	<b>Adequate Explanation For Screen Out</b>	<b>Response Time Consistent with Standards</b>
Yes	248	267	113	87
No	23	4	49	22

### **Notifications**

**Table H-12. Required Notifications.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Law Enforcement</b>	<b>Tribal Agency</b>	<b>Mandated Reporter</b>	<b>Relative Reporter</b>
Yes	35	5	82	0
No	13	12	31	9
N/A	223	254	49	153

## Primary CPS Reports (N=237)

### *Information Gathering*

**Table H-13. Records Searches: Other Household Member(s).  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	Prior CPS Referrals	Previous Initial Assessments	Wisconsin Court System	Sex Offender Registry
Past records documented for all applicable individuals	25	17	63	17
Negative search results documented where applicable	14	26	18	17
Some required records searches documented	5	6	14	5
Blank/missing/ambiguous	83	78	32	88

**Table H-14. Parent/Caregiver Information.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	Views of Child(ren)
Documented for all caregivers and all children	13
Documented for some caregivers	6
Documented for some children	5
Not documented	191
Reporter did not know	23

	Current Location	Parenting Practices	Adult Functioning: Emotional	Adult Functioning: Behavioral	Adult Functioning: Cognitive
Documented for all caregivers	55	28	27	45	13
Documented for some caregivers	19	14	10	16	6
Not documented	143	166	174	148	191
Reporter did not know	20	29	26	28	27

**Table H-15. Alleged Maltreater Information.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Identity of Alleged Maltreater</b>
Documented for all alleged maltreaters	199
Documented for some alleged maltreaters	8
Not documented	19
Reporter did not know	11

	<b>Alleged Maltreater Relationship to Child(ren)</b>
Documented for all alleged maltreaters and all children	202
Documented for some of the children	4
Documented for some alleged maltreaters	8
Not documented	15
Reporter did not know	9

**Table H-16. Family Information.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Family Functioning</b>	<b>Family Strengths</b>	<b>Family Stressors</b>
Yes	42	21	61
No	163	182	149
Reporter did not know	32	34	27

### **Safety Assessment**

**Table H-17. Safety Assessment.  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.**

	<b>Present Danger Identified</b>	<b>Present Danger Not Identified</b>	<b>Impending Danger Identified</b>	<b>Impending Danger Not Identified</b>
Consistent with Standards	28	174	23	176
Inconsistent with Standards	1	22	3	12
Not enough information	0	12	4	18
Same family condition	-	-	1 <sup>∞</sup>	-

<sup>∞</sup> Reviewers were instructed to select "same family condition" if the agency identified one or more impending danger threats for the same family condition(s)/behavior(s) as the identified present danger threat(s) (e.g., if the worker identified a present danger threat of "parent is acting dangerous now or is described as dangerous" and a possible impending danger threat of "one of both parents'/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior").

## Secondary/Non-Caregiver CPS Reports (N=34)

### *Information Gathering*

**Table H-18. Alleged Maltreater Information.**  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.

	Identity of Alleged Maltreater
Documented for all alleged maltreaters	24
Documented for some alleged maltreaters	1
Not documented	2
Reporter did not know	7

	Alleged Maltreater Employment in Care Organization
Yes, employed	6
No, not employed	11
Not documented	17
Reporter did not know	0

	Alleged Maltreater Relationship to Child(ren)	Access to Child(ren) at Time of Report	Access to Child(ren) in Next Five Days
Documented for all alleged maltreaters and all children	24	14	16
Documented for some of the children	0	0	0
Documented for some alleged maltreaters	1	1	0
Not documented	3	13	12
Reporter did not know	6	6	6

**Table H-19. Parent/Caregiver Information.**  
CQI 2015 Access Case Record Review, DCF, Wisconsin 2015.

	Parental Knowledge of Alleged Maltreatment	Parental Response to Alleged Maltreatment	Parental Involvement in Alleged Maltreatment
Yes, documented	23	20	18
No, no not documented	6	10	13
Reporter did not know	5	4	3