

## Notification of Initial Determination of Substantiated Child Maltreatment Scheduled Review

**Use of form:** This form will be used to schedule the review of a child maltreatment initial determination. Personally identifiable information on the form will be used for identification purposes only.

Date: February 6, 2015

X Smith  
c/o XYZ County Jail  
123 Address Ave.  
City, State Zip Code

Dear X Smith,

We received your letter requesting our agency's review of the Initial Determination of Substantiated Child Maltreatment of you as a person who has abused and/or neglected one or more children. We have reviewed your request and have scheduled a review. The details of the review are as follows:

Date: February 13, 2015  
Time: 3:00 p.m.  
Location / Call-In Information:  
XYZ Wisconsin County  
(XXX)XXX-XXXX

**Please note the following procedures for this review process:**

- You may be represented by an attorney.
- The purpose of this review is for you and/or your attorney to present information that is relevant to whether you have abused or neglected the child specified in your initial determination(s).
- You or your attorney may speak and present documentary evidence, but may not present witnesses and may not question agency staff who may be present.
- The agency is not required to present evidence or witnesses to support the determination.
- You may request a translator from the agency for this review if needed.
- The review will be scheduled for at least 1 hour.

If you do not attend the review, a decision will be made based on the information we currently have available on your case. You will be notified of the decision in writing within 15 days from the date of the review. If you have any questions regarding the review, or if you cannot appear on this date and time, please contact our agency at the number listed below.

Sincerely,

Agency Representative  
c/o XYZ Agency  
456 Additional Address Ave.  
City, State Zip Code

Telephone Number: (XXX)XXX-XXXX

**Unauthorized disclosure of the information contained in this notice is prohibited by law.**

**Comment [TM1]:** The field is pre-filled. This field cannot be updated on the template. The data can be corrected as follows: The field pre-fills today's each time the document is launched until the associated Sent checkbox is selected. Once the Sent checkbox is selected, the field pre-fills the date the documents was last launched.

**Comment [TM2]:** The field is pre-filled. This field cannot be updated on the template. The data can be corrected as follows: The field pre-fills with the name of the maltreater identified in the 'Name' field in the 'General Information' groupbox on the 'Review Details' page.

**Comment [TM3]:** The field is pre-filled. This field cannot be updated on the template. The data can be corrected as follows: The field pre-fills with the name of the maltreater identified in the 'Name' field in the 'General Information' groupbox on the 'Review Details' page. The name format will be First M. Last, Suffix.

**Comment [TM4]:** The field is pre-filled. This field cannot be updated on the template. The data can be corrected as follows: The field pre-fills with the time captured in the 'Date & Time Scheduled' field in the 'Review Tracking' groupbox on the 'Review Details' page. The format will be HH:MM and include either the AM or PM designation.

**Comment [TM5]:** The field is pre-filled. This field cannot be updated on the template. The data can be corrected as follows: The field pre-fills with the text from the 'Location/Call-In Information' narrative field captured in the 'Review Tracking' groupbox on the 'Review Details' page.

**Comment [TM6]:** The field is pre-filled. The data can be corrected as follows: The field pre-fills once upon initial creation of the template and then becomes user updatable. Pre-fill with the Agency Name associated with the location of the supervisor who approved the Initial Assessment from which this template is being launched.

**Comment [TM7]:** The field is pre-filled. This field cannot be updated on the template. The data can be corrected as follows: This field pre-fills once upon initial creation of the template and then becomes user updatable. Pre-fill with the Agency Name associated with the worker who created the Review Details page from which this template is being launched.