

PROCESSING OF ADDITIONAL AND SUPPLEMENTAL INTAKES

November 8, 2013 (Updated)

Explanation: Time limits for linking an Additional or a Supplemental intake to a child or adult investigation have been eliminated in FSFN.

Benefit:

- Abuse histories will more accurately reflect agency involvement with the family (i.e., no longer necessary to create a second report on a family currently under investigation).
- Linking of sequential intakes is easier and reduces “computer time.”
- Linking can take place any time there is an open investigation or special conditions referral.

Who is impacted:

- Hotline Counselors
- Child Protective Investigators
- Adult Protective Investigators

Policy / Decision surrounding practice:

New allegations, new alleged victims or perpetrators, or significant information will now be added to an open child investigation or special condition referral as long as the investigation remains open.

Adult Protective Services: While this release removes system restrictions that prevent Hotline Counselors from adding Additional to an open report after Day 30, Adult Protective Services policy has not changed. The Hotline will continue to follow the same, existing logic for APS intakes. The APS Program Office will issue an internal process memo to further detail handling of Additional that might inadvertently be added to an existing investigation.

Online Training: Training for these changes is posted on the Center for Child Welfare’s website: <http://centervideo.forest.usf.edu/fsfnenduser/lifecycleintake/start.html>

Resources: User Guides, How Do I Guides, Topic Papers, Reference Data are posted on the Center for Child Welfare's FSFN website: <http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFNactivation.shtml>

CONTACT INFO: If you have a question, submit it to the Center for Child Welfare's FAQ tab: <http://centerforchildwelfare.fmhi.usf.edu/FAQs/AskaFAQ.shtml>