

CPS Assessment Procedures

1. Overview

The CPS assessment is crucial to addressing a child's immediate safety and, through safety analysis, determining the need for an ongoing safety plan. The CPS assessment is not only fact-finding, it also includes establishing rapport with family members and engaging them in the safety intervention process.

Completing a CPS assessment involves the following:

- Making initial contact, which includes:
 1. Face-to-face contact with the alleged victim, his or her siblings, his or her parent or caregiver, and other children and adults living in the home
 2. Access to the home environment
 3. Determining if there is a safety threat
 4. Determining if the child is unsafe
 5. Establishing a protective action when a safety threat is identified
- Determining child vulnerability and explaining the basis for that determination
- Determining if the parent or caregiver can or cannot and will or will not protect, and explaining the basis for that determination
- Determining if there is reasonable cause to believe that child abuse or neglect occurred and explaining the basis for that determination
- Completing a safety analysis
- Developing an ongoing safety plan when a child is unsafe

Administrative rules and this procedure describe what is required to sufficiently complete a CPS assessment.

Note: A CPS assessment must be completed only by a department employee whose current position is a CPS worker, a CPS supervisor, or who meets the definition of CPS worker and has recent experience completing CPS assessments.

Please see “Special Considerations for CPS Assessment” for specific information on the following:

- Referrals on an open case
- Completing CPS interviews at public or private schools
- CPS assessment when there is a child fatality
- Determination of ICWA Status
- Determination of refugee status
- Arranging for an interpreter or translation

Chapter II - Screening and Assessment

- Cultural considerations
- Taking photographs during the CPS assessment
- Obtaining medical examinations during the CPS assessment
- Obtaining psychological and psychiatric evaluations during the CPS assessment
- Determining when medical assessments, dental assessments and mental health assessments need to be completed for children in substitute care
- Children with special needs and the CPS assessment
- Substance abuse
- Domestic violence