

CHILDREN AND FAMILY SERVICES  
HANDBOOK



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OUT-OF-HOME PLACEMENT  
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**I. BACKGROUND**

California Department of Social Services (CDSS) has issued instructions to county child welfare agencies regarding, assessing suspected child abuse for children who are juvenile court dependents placed in out of home placement. This includes dependents placed in County Licensed Foster Family Homes (FFH), certified Foster Family Agency (FFA) homes, group homes/STRTP's (Short-Term Residential Therapeutic Program), relative homes (RFA), NREFM homes, guardianship homes, and Resource Family Approval (RFA) homes. Compliance with existing statutes and regulations is critical to ensure child safety and consistent reporting. (For business practice of the specific process to investigate out of home referrals please refer to [Out-of-Home Investigations Protocol](#).)

**Note-** Referrals on Children placed in guardianship homes that are not Juvenile Court Dependents are not considered to be in out-of-home placement. These referrals are sent to the District Emergency Response units.

**II. POLICY**

As the agency responsible for placing children in out of home care, Contra Costa County is dedicated to ensuring children's safety in placement, and will conduct thorough assessments of all allegations of child abuse and neglect in all out of home placements according to division 31-125 regulations and defined in ACL 05-09.

To this end, a report of suspected child abuse or neglect of a child in out-of-home care should be treated in the same manner and urgency as a report on any other child.

**III. INVESTIGATION STANDARDS**

Investigations should be completed and closed within 30 calendar days. A PUB13 (Your Rights Brochure) is to be provided by to the caregiver and a GEN 22 (Preferred language document) should be signed by the caregivers and CFS copies placed in the file.

Interviews will be conducted with all household members, including biological children of the caregivers, other county's dependent children and children placed by other agencies (i.e. Regional Center, Probation etc). All children in the household will be assessed for abuse/neglect.

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Any known abuse in out-of-home care must be reported to the hotline of the county where the facility is located. If a call comes in to a county other than where the facility is located, then that county is responsible for taking the initial report and cross reporting to the county where the facility is located.

When necessary the Child Welfare agency has the authority and responsibility to remove a child, assess and recommend a placement, and coordinate an assessment with law enforcement, other county Child Welfare/Probation agencies and the licensing agency.

Community Care Licensing (CCL) as well as county licensing/RFA offices are responsible for the assessment of any allegations of violations of licensing regulatory requirements in facilities licensed by them to provide out-of-home care to children. The types of allegations assessed by CCL and county licensing offices include child abuse, violations of personal rights that do not rise to the level of child abuse, and violations of other licensing regulatory requirements such as physical plant or food service standards.

CCL as a licensing agency is required to conduct assessments of FFA's, RFA-FFA, and group homes (STRTP)'s regardless of whether or not another child welfare or law enforcement agency is investigating the same allegation. Dual assessments will occur in most licensed facility cases.

**IV. PARTICIPANTS AND THEIR RESPONSIBILITIES**

Out of Home Investigating Social Worker (OHI SW)

The OHI SW holds the primary responsibility for assessing risk to the child alleged to be abused and/or neglected. This worker shall investigate the allegations from the standpoint of the penal code section 11165.5. The OHI SW will complete an assessment and written report no later than 30 days of assignment of a referral involving a dependent child. Reports should be formatted according to the OHI narrative template. The assessment would entail the OHI SW proceeding with the investigation as if the child were residing with their own parents. In this respect, the OHI SW would follow the standards of investigation set forth for all emergency response social workers when investigating child abuse. The OHI SW will complete a substitute care provider (SCP) safety assessment after the victim children have been seen, according to the timelines in the SDM policy.

Other responsibilities include;

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- Make a global safety assessment of the children in the home and address all allegations; including any new allegations brought to light by the investigation.
- Review all referral/case history on the home and caregivers. When the allegations involve concerns related to the child welfare history of the dependent child, the OHI SW will also review that child's history for context.
- Notify the other agency of the interviews prior to conducting them. However, if the concerns are exigent, the OHI SW will notify the other agency that their assigned child(ren) has been interviewed, as soon as is reasonably possible.
- Contact the child abuse hotline to create a new referral if there are safety concerns regarding children who are not Contra Costa County dependents, so that a referral can be created.
- Ensure that all needed cross reporting has been completed. Cross reports will be completed within 5 days of receiving the referral or when the allegations arise.
- Work with law enforcement or CCL to conduct concurrent investigations when applicable.
- Consult the PHN or other medical professional within 3 days of receiving the referral, if the referral alleges abuse/neglect in relation to serious and/or chronic medical conditions. The OHI SW will consult with the mental health liaisons as needed.

For CCL licensed placements that are not county-approved homes, it is the expectation that the OHI SW will contact CCL in order to: consider/coordinate a joint investigation, ensure a cross report was made by screening, and/or obtain any reports on the facility. For group homes or STRTP placements the OHI SW must speak to all children residing the home, and children who resided in the home when the incident of abuse was alleged to have occurred. Additionally, it is the OHI's responsibility to speak to all staff members. If that is not possible, or if the placement is too large, the OHI SW will obtain supervisor approval. It is the expectation that all witnesses and staff present during the abuse will be interviewed. Lastly, for Foster Family Agency (FFA) homes the OHI SW will contact both the FFA administrator and the social worker assigned to the home to conduct interviews.

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Licensing Investigation Social Worker (LISW)

LISW shall make an in person contact to investigate any licensing concerns, known as “complaint investigation”, per Community Care Licensing requirements. Licensing staff will determine what (or if any) action needs to be taken with respect to working with the licensees to improve their functioning, what negative action should be recommended regarding the foster parents license and forward appropriate case materials to the State Department of Social Services.

Case Carrying Social Worker

Provides key information about the child, family, and facility. Works cooperatively with the OHI SW and LSW to ensure the safety of the child(ren) in the home. This includes being aware of and monitoring safety plans that have been put in place. It is expected that the assigned social worker will make themselves available to provide information on the case.

If the dependent child is removed, it is the responsibility of the case carrying social worker to conduct the removal, notify emergency shelter care and all relevant parties of the move and place the child. Assistance would also be required to notify birth parents of the investigation and conclusions.

When an Assess Out/evaluate out referral is received, the SW will address the concerns with the dependent child and the caregivers within the context of their normally assigned duties.

RFA SW

Shares knowledge of facilities and children in the home. Provides case continuity with ongoing support to the county licensed homes. Places hold on further placements in the facility, pending the completion of the child welfare and CCL investigations.

Emergency Response (ER) SW

The ER SW will fill in for OHI SW whenever needed due to vacation, medical leave, overflow, etc... The ER SW will perform same responsibilities as the OHI SW for all referrals that they investigate. The referral for the out of home investigation will be assigned to the district where the child’s placement resides.



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## V. STRUCTURED DESIGN MAKING (SDM)

SDM safety assessments for foster homes will be utilized according to the county SDM policy. A SCP safety assessment will be completed within two working days of interviewing the children in the home.

If a safety threat is identified, it is the responsibility to contact the social work supervisor from the field, to obtain approval on a safety plan. The assigned SW should be made aware of the implementation of a safety plan as soon as is reasonably possible after its creation.

A signed safety plan must be provided to the caregiver, provided to the assigned SW, a copy placed in the file and a PDF copy imported into CWS.

A second SCP safety assessment should be completed prior to closing the referral, once the safety threat has been ameliorated.

## VI. NOTICING

Due to the various scenarios involved with allegations and referrals for of out of home abuse and/or neglect a separate a companion step by step guide, [Out of Home Investigations Protocol](#), has been developed to assist CFS staff with proper procedures.

Below are the noticing instructions based on general referrals that require an investigation.

All reports, no matter how they originated, must be made to the hotline [per Response Procedure Chart](#). The screening unit will send a copy of all referrals received, including assessed out referrals to the assigned SW, their supervisor, the RFA SW and supervisors, and DM's over RFA/ESC/where the case is open. Screening will continue to follow their [OHI Screening Instructions](#).

**Note- At no time should a copy of the referral be placed in the child's case file due to confidentiality.**

Once OHI SW is assigned they will complete an email to the assigned SW and SW Supervisor. A separate email will be sent to the child's attorney advising them of the investigation, the pending allegations (for further details please refer to [Out of Home Investigations Protocol](#).)

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This email will be sent upon receipt of the newly assigned referral on 10-day investigations and on immediate referrals it will be sent as soon as is reasonably possible. Please ensure, all correspondence with attorneys is separate from conversations with CFS Staff, due to confidential information disclosure,

On immediate referrals, the OHI SW (or OHI supervisor) will attempt to reach all parties as soon as possible. It is recommended that the OHI SW turn the “read receipt” option on for the Outlook messages. (a sample email can be found [here](#))

At the close of the OHI, the OHI SW will complete an informational memo that provides a summary of the investigation. The OHI Informational Memo will have three different templates in which to use based on allegation scenario (ie. foster child as victim, foster child as witness, foster child as perpetrator). The templates are located in CWS and instructions are found in the [Out of Home Investigations Protocol](#).

The memo is sent to the Court, CASA, case carrying social worker, and all parties including parents and County Counsel. A hearing can be scheduled for review of the Memo and discussion on the record by calling the courtroom in which the matter is heard. The memo outlines the conclusions of the investigation, reminding the parties of any safety plans that were made and advising the parties if there were any case management concerns that arose for the assigned SW to follow up on. It is the responsibility of the case carrying social worker to notice parties of placement changes.

The OHI template, available in CWS, incorporates a “noticing” section, in which all parties to be noticed will be listed and it will allow the OHI SW to document when those notices occurred.

## VII. DOCUMENTATION

### Out of Home Investigation Narrative Template

The OHI narrative template is used to document all out-of-home investigations. There are different versions dependent on the type of placement.

This specific placement format will allow ER investigators ease in backfilling behind the assigned OHI SW as backup, as it is modeled after the current approved narrative format. The narrative is available in CWS under ‘County’ section of the Document Notebook (green button). The OHI narrative is a countywide template and must not be modified.

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Contact Notes

The OHI will keep all contact notes in a document called “Out of Home Investigation Contact Note” created in CWS/CMS (please refer to Out of Home Investigations Protocol for specific details on how to access the contact note). **OHI contact notes will not be kept in the contact note section of CWS, as to not create a confidentiality concern.**

When the OHI is assigned a referral, the following contact note with exact language should be entered in the contact note section (orange button) of CWS/CMS. The OHI will update the dates of the noticing to social worker and attorney on the statement:

Exact Language;

*"The complete set of contact notes regarding an out of home care investigation for which this child was interviewed and additional materials used to determine the outcome of that investigation can be found in the physical referral folder for the out of home caretaker. That material contains confidential information, which should not be attached to the child's case. The case carrying social worker and child(ren)'s attorney were notified of the investigation/allegations on...."*

If a safety plan or agreement has been created by the OHI, the case carrying SW, child's attorney must be notified within 24 hours. This is one of the rare times the OHI would add an additional contact note to the orange section in CWS/CMS, documenting the safety plan that was created, the safety agreements that were made, who was advised (SCP, SW, attorney etc.), and who agreed to it.

Court Reports

Case carrying SW will use the “Out of Home Placement” section of Disposition Reports and all Status Review Reports (even PP reports) to update the court on any current or completed out-of-home investigations that occurred during the review period or during the child's emergency placement prior to Disposition.

In this section, include that an investigation has been conducted and its findings (ie., substantiated, inconclusive, unfounded). The intention is to keep the information very brief, specifically on the unfounded referrals. Please see below for the exact structure and standard language for an unfounded investigation.

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*'On [date of referral] there was an allegation of [list all allegations and by whom] by the prospective adoptive mother/father towards [dependent child name / or another child in the home – do not name other child(ren)]. The referral was investigated on [date] by the CFS Out-of-Home Investigator (OHI).*

*It was determined by the OHI that the allegation of [list all allegations] towards [dependent child name / or another child in the home – do not provide name] is [substantiated/inconclusive/unfounded]. A meeting between the caregivers, the undersigned, and the child was held on [date] to address the allegation findings and ensure the ongoing safety of the child.*

*Additionally, a licensing investigation was conducted by the RFA program and CCL was notified. It was determined by the OHI that the child was not abused by the caregiver. A meeting between the caregiver, the undersigned and the child was held to address the allegation findings and ensure the ongoing safety of the child.*

For referrals that have been found to be inconclusive or substantiated, the social worker authoring the report should obtain guidance from County Counsel and their supervisor on how much information to include. Confidentiality of the foster home should always remain intact.

**Note-** If the court or any other legal party to the case requests more specific or detailed information regarding the investigation, County Counsel must be conferred and any release of further information needs to be authorized by the District Division Manager. Refer to the Discovery section of this policy for more information on redacting confidential information.

## VIII. DISCOVERY

All requests for the release of out of home investigations will be processed by the Discovery unit, as the required redaction is extensive and involves the confidentiality of foster parents. There will be no "30-day closure" rule for these investigations.

**Maintaining SCP confidentiality is paramount.** There is a specific protocol involved in the release of Out of Home Investigations reports. As such, please consult your supervisor and Division Manager if Court and/or an attorney has requested release of the report.

## IX. CASE LOAD LIMITS AND BOARD ASSIGNING

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The OHI SW will be assigned any referral that alleges a Contra Costa County dependent has been abused in a placement, this is a county wide program and it is expected that the investigator travels out of county to a child's placement to complete investigations.

The OHI SW shall be granted off the board time for vacations and catching up on referrals in the same way that policy states for a standard Emergency Response SW. One week off the board prior to a 5 day absence and one week off the board to catch up on referrals each quarter (with the exception of November-January).

**X. PROCEDURES**

The following instructions are for the assessment and cross reporting procedures for investigations of referrals (Immediate and 10-Day response) in out-of-home placements.

**A. INTAKE**

1. A report of suspected child abuse or neglect in an out-of-home care facility is made to Screening.
2. The Screener shall receive the referral and determine the response time.
3. The Screener shall follow procedures for "Receiving Referrals – Day Time" per Section 31-104.
4. The screener shall ensure that the cross reports are made to Community Care Licensing, law enforcement, the assigned licensing worker of the County licensed foster home, CFS ESH Supervisor, and other County Child Welfare and Probation Agencies as required. A coordinated response between Child Welfare/Probation agencies and licensing agencies is desirable to minimize trauma to the child.
5. When a referral is assigned for investigation, the screener shall transfer the referral into the In-Box of the Out-of-Home Investigator (OHI) Supervisor's CWS/CMS In-Box and notify the Supervisor or the back-up supervisor by telephone and in-person to ensure receipt and notification of the referral.
6. For investigations that are conducted by the OHI, the specialized Investigative Narrative format for out-of home placement investigations shall be used. See Attachment II for this format.

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**B. REFERRAL INVESTIGATION - IMMEDIATE RESPONSE IN CONTRA COSTA COUNTY**

1. Upon assignment of the referral, the Out-of-Home Investigator Supervisor shall assign the referral to the Out-of-Home Investigator (OHI).
2. Upon receipt of the referral, the OHI shall review the referral and conduct investigation.
3. The OHI shall interview all alleged victims in the facility and other parties as appropriate, and determine the safety of all children in the home **including those from other counties**, even if there are no Contra Costa dependents placed in the facility.
4. The assigned Out-of-Home Investigator shall document all children in the facility/home.
  - a. If new potential victims (including the biological children) are identified, the OHI shall report such information to Screening and provide pertinent information. Note that if children who are not juvenile court dependents are identified as alleged victims, a separate referral will be generated under the name of the appropriate caregiver and that referral will be sent to the district office for assignment.
  - b. Screening shall follow procedures in section A.
5. The OHI shall determine if the alleged victims require removal from the home. If a removal is warranted, the OHI shall coordinate with the placing social workers; and if possible, licensing staff, and law enforcement if necessary.
  - a. The OHI shall coordinate with other county Child Welfare/Probation agencies to arrange for placement of children from other Counties if removal from the current placement is warranted.
  - b. Should immediate removal be necessary, the OHI will immediately contact their supervisor to advise and request back-up assistance if necessary (e.g. to arrange for assistance with additional staff

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assistance, cars/car seats/arrangements for interim placement, notification of the children's county of jurisdiction, etc...).

- b. It is the responsibility of the placing agency to make all arrangements for transportation and placement of any children for whom they maintain dependency within 1 to 2 days. The placing county may also develop an agreement with Contra Costa County if the child needs to stay in emergency placement for longer than 2-days. The CFS Director or Designee must approve any stays longer than two days.
  - c. Should removal of Contra Costa Dependent Children be required, the OHI will contact the assigned social worker to arrange for a new placement for the child or children.
6. The Out-of-Home Investigator shall complete their assessment within the 24-hour timeframe and complete referral closure within 30 days.

**Note-** The District Emergency Response Units will provide back-up coverage for immediate response referrals during vacations and off the board times.

**C. REFERRAL INVESTIGATION - 10 DAY RESPONSE IN and OUT OF CONTRA COSTA COUNTY**

- 1. The Out-of-Home Investigator will assess safety for Contra Costa County dependent children alleged to be a victim of child abuse or neglect residing in that placement.
- 2. The OHI shall interview all Contra Costa County alleged victims in the facility and other parties as appropriate, and determine the safety of Contra Costa County dependent children placed in that facility.
  - a. If the Out-of-Home Investigator becomes aware of other alleged victims of other counties placed in the Contra Costa County facility, who have not already been reported as alleged victims to their county, she/he will promptly notify the placing county.

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- b. It is the responsibility of the placing county to conduct an assessment within the 10-day timeframe and ensure the Emergency Response Investigative Narrative is completed in CWS/CMS for each of their children. In general, the OHI will coordinate with investigators from other counties to minimize the potential trauma to the child associated with multiple interviews by multiple investigators.
- c. If, during the course of an investigation of a 10-day referral in Contra Costa County, it becomes necessary to up-grade the 10-day referral to an 'immediate' response, then the OHI will ensure that all children who are alleged victims are interviewed, including those from other counties, and that the protocol for referrals with immediate response is followed.
3. The OHI shall ensure the Emergency Response Investigative Narrative and Disposition of the Referral is completed in CWS/CMS for each alleged victim child that is a Contra Costa County Dependent.
4. The Out-of-Home Investigator shall complete his/her initial assessment within the 10-day timeframe and complete the closure of the referral within 30 days.

**Note-** The District Emergency Response Units will provide back-up coverage for 10-day response referrals during vacations and off the board time.

**D. REFERRAL INVESTIGATION - IMMEDIATE RESPONSE OUT-OF-COUNTY**

1. Screening shall receive all cross-reports of referrals needing immediate response involving a Contra Costa County child.
2. Screening shall also email a copy of the referral to the District Supervisor(s) of the assigned Social Worker(s) and to the District Division Manager(s).
3. The County Child Welfare Agency where the facility is located is responsible for assessing the safety of all children placed in the facility.

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4. The investigating Child Welfare Agency shall determine if removal of child(ren) is warranted. If children are removed or a removal is planned, the investigating agency shall notify Screening or the assigned Contra Costa County Social Worker of the child to arrange for transportation and placement.
  - a. The Contra Costa County placement social worker shall take appropriate action to ensure retrieval and placement of his or her child upon notification of removal.  
This shall occur immediately or upon mutual arrangement.
  - b. If placement within the same business day is not possible due to logistics of distance or time, the District Division Manager must approve any stays in emergency shelter or emergency placement.  
**Authorization to keep a child in the Receiving Center must be given in advance by a Division Manager (for day use) or by the ER/AH Supervisor (for the evening and weekend staff).** It is required that plans to pick up the child begin immediately after the hotline receives notice that the child has been or is going to be removed from their placement.

**E. LICENSING VIOLATIONS**

The Screener who takes the initial report and OHI SW shall cross report to CCL if it involves an FFA or daycare or to the RFA unit if it is a county or RFA home. The cross report shall also be made to the local licensing agency for licensed foster homes, and to the placement social worker for approved resource family (relative and NREFM) homes.

These include reports of health and safety of any child in the placement that may violate licensing regulations for Community Care Licensing (CCL) of group homes, foster family agencies, and Small Family Homes.

**F. CWS/CMS DOCUMENTATION**

All reports of abuse or neglect in Out-of-Home Facilities must have a referral created within CWS/CMS. This includes counties where CCL does facility licensing.

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For all investigations that the Contra Costa County Out-of-Home Investigator is responsible for, s/he will be responsible for entering the Investigative Narrative and handling the Disposition of the Referral within CMS/CWS.

If the assigned worker receives information regarding the investigation, they will record that information in “contacts” and share that information with the OHI.

1. The referral will be named under the facility using type of facility (STRTP, FFA, etc.) as the first name and formal name of the STRTP as the last name.
2. The date of these referrals should be the date that the agency became aware of the incident – not the date that the reported incident occurred.
3. The referral must be created whether or not the specific identity of the perpetrator is known.
4. If the perpetrator is known – s/he should be created in the Client Notebook or associated with the referral if already available.
5. If the perpetrator is unknown but subsequently identified, the correction should be made to CWS/CMS to reflect the identified person.
  - a. If the perpetrator is unavailable to be interviewed, click “did not interview the perp”. A note should then be added in the Social Worker’s case notes stating the reason why the interview did not occur.
  - b. After identifying the appropriate client, select the button-SCP/Rec. Facility Staff person in the perpetrator type box on the ID page of the Allegation Notebook.
6. When an allegation is reported but does not meet the definition of child abuse under Penal Code 11165.5, it should be recorded as:
  - a. Unfounded and closed, if there has been a face-to-face assessment.
  - b. Evaluated out and closed, if the determination was made without a face-to-face assessment.

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**X. REFERENCES**

[ACL 05-09](#)  
[ACL ERRATA 05-09E](#)  
[Penal Code 11165.1, 11166, & 11166.1](#)  
[Div. 31-100](#)  
[ACL 03-61](#)  
[Foster Family Homes Title 22 Division 6](#)  
[DM 31-104 Centralized Screening and Hotline Tool](#)  
[Practice Guide Out of Home Investigations Screening Instructions](#)  
[Investigative Narrative Template](#)  
[RFA Written Directives, Version 6](#)

**CONTACT PERSON:** First line Supervisors and above may contact the Court Analyst with any questions regarding this Department Manual Section.

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CLERICAL PROCEDURES FOR  
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**I. GENERAL CLERICAL INSTRUCTIONS TO ENTER REFERRALS FOR OUT OF HOME ABUSE INTO CWS/CMS FOR EACH TYPE OF HOME**

1. Open existing referral/case
2. Click on "Client Management Section" (blue button)
3. Click on "Open Existing Client" notebook
4. Select client
5. Click on "ID Num" tab
6. Click on + to add a row in the "Identification Numbers" grid
7. Type "0" and State ID number in Serial Number, Asst. Unit, Person Number (i.e. 0123455-1-01, 0345638-1-14)
8. Enter "Start Date"
9. In the "Aid Code History" box, enter "Aid Code" (ND for adults, NA for children) and "Start Date"
10. Click on the + again to add another row, this time select "Companion Case" as the "ID Type" and enter CWIN# as appropriate (i.e. CWIN34652)
11. Open each client notebook and enter the State ID number information as appropriate.
12. File, Save to Database.

**II. SPECIFIC INSTRUCTIONS FOR EACH TYPE OF PLACEMENT HOME.**

**A. Group Homes**

1. The referral names should be the name of the group home as the last name and the words "group home" as the first name, i.e. Mile High, Group home (Last, First).
2. In the client notebook the first name will be the words "group home" and the last name will be the name of the home, i.e. Group Home, Mile High (First, Last).
3. Assign a new case number (unless one exists) using the case number for the case folder with -S1, i.e. 123456-S1.



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4. Enter the State ID number in the client notebook with person #99, i.e. 07-0123456-1-99.
  - a. Adults in the home should have a state ID number entered as person # 03, 04 etc., i.e. 07-0123456-1-03.  
**NOTE:** This includes adult perpetrators.
  - b. Victim Minors should have State ID numbers entered as “companion case”, as they will already have an active State ID number (0123456-SI).

**B. Foster Family Agency’s (FFA’s)**

1. The referral names should be the first and last name of the client typed in the Last Name space, and the word “FFA” typed in the First Name space, i.e. JaneDoe, FFA (Last, First).
2. In the client notebook the actual name will be typed, i.e. Jane, Doe (First, Last).
3. In the Screener’s Narrative the name of the Foster Family home is input, i.e. Aspira, Westfield, etc.
4. Assign a new case number (unless one exists). Use this case # for case folder with –S1 (123456-S1)
  - a. Adults in the home should have a state ID number entered as person # 03, 04 etc., i.e. 07-0123456-1-03.  
**NOTE:** This includes adult perpetrators.
  - b. Victim Minors should have State ID numbers entered as “companion case”, as they will already have an active State ID number (0123456-SI).

**NOTE:** FFA’s may have open/closed biological case with own children. Do not use this number. Get a new # for the Foster Parent Case but cross-reference the two cases on the front of the case folders.

5. Screening will do 2 separate referrals if one or more of the Victim Children are FFA’s own children. These cases will need their numbers cross

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referenced on the front of the case folders. Unit clerks need to contact each other with comparison of #'s.

### C. Small Family Home

They are licensed through the state, like group home, but are run by foster parents (like FFA).

1. The referral names should be the first and last name of the client typed in the Last Name space and the words "Small Family Home" typed in the First Name space, i.e. Jane Doe, Small Family Home (Last, First).
  - a. In the client notebook the actual client name is typed in each appropriate space, i.e. Jane, Doe (First, Last).
2. Assign a new case number (unless one exists). Use this case # for case folder with –S1 (123456-S1).
  - a. Adults in home should have State ID number entered with Person # of 03, 04, etc. (07-0123456-1-03). This includes adult perpetrators.
  - b. Victim Minor(s) should have ID NUM entered as "companion case" as they will already have an active number State ID Number. (0123456-S1)
3. Screening will do 2 separate referrals if one or more of the Victim Children are SFH's own children. These cases will need their numbers cross referenced on the front of the case folders. Unit clerks need to contact each other with comparison of #'s.
4. Immediate/10 day only to Out-of-Home Investigator, unless out of County. (If Licensing Issue only – Screening will enter as an A/O and cross report to all Social Worker's involved, then send to CCL to handle Licensing Issues.)

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**D. County Foster Homes – Homefinding**

1. In the referral the name should be the clients last name in the Last Name space, and the first name in the First Name space, i.e. Doe, Jane (Last, First).
2. In the client notebook the actual client name is typed in each appropriate space, i.e. Jane, Doe (First, Last).
3. Assign a 900000 number for the case folder, but put an S-1 instead of an L-1 at the end.
  - a. Adults in home should have State ID number entered with Person # of 03, 04 etc (07-0912345-1-03) This includes adult perpetrator.
  - b. Victim Minor(s) should have ID NUM entered as “companion case” as they will already have an active number State ID Number. (0912345-S1)
4. Screening will do 2 separate referrals if one or more of the Victim Children are foster parent’s own children. The two cases will need their numbers cross referenced on the front of the case folders. Unit clerks need to contact each other with comparison of #'s.

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CHILD(REN) NAME

CHILD I.D. #

Referral Number:

Referral Date

INVESTIGATION NARRATIVE

REFERRAL – {referral name}

**CONTRA COSTA COUNTY  
DEPENDENT CARE INVESTIGATION  
BASED ON PENAL CODE 11165.5**

**CONFIDENTIAL  
DOCUMENT**

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**DO NOT PLACE INTO CASE FILE**

**\*\*\*If provided in discovery, this document requires additional redactions, contact discovery unit.**

**REFERRAL** – {referral name}

**REFERRAL TYPE**

RESOURCE FAMILY APPROVAL  FOSTER FAMILY AGENCY  RFA HOME  NON-RELATED  
EXTENDED FAMILY MEMBER  RELATIVE  GROUP HOME   
REGISTERED SEX OFFENDER  SMALL FAMILY HOME

**HOUSEHOLD COMPOSITION**

{this section should list who is in the home, including: bio-children of the foster parents, other county dependents, extended family members etc.}

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**OPEN CASE**

<u>Contra Costa Dependent Name</u>	<u>Social Worker</u>	<u>Attorney</u>	<u>Date Noticed of Referral</u>

**CURRENT ALLEGATIONS**

**ASSESSMENT**

Child Interview: , was interviewed time(s) on;

On this social worker met with the child. Also present during this interview was . This social worker asked the child if he/she would like anyone to sit with him/her during the interview and he/she said . The social worker advised the child that he/she does not have to talk if he/she chooses not to and they can end the interview at any time. indicated he/she would like to talk.

The child stated his/her primary language is so an interpreter was/was not necessary.

The child described the following household composition: . {document who sleeps in which rooms}

The child described the following discipline techniques used in the home: .

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Foster Parent Interview: , , was interviewed time(s) on;

On this social worker went to the address listed on the referral to speak to the . This social worker provided an introduction and explanation for the visit, the agreed to meet to discuss the allegation(s). The indicated that is his/her primary language so an interpreter was/was not necessary.

Other Witness Interview: full name of witness, ,  
was interviewed time(s) on;

Additional Information:

{this section would include any other forms of evidence – written police reports etc}

**PRIOR CHILD WELFARE HISTORY**

CWS history assessed and considered:

No prior child welfare history:

<u>Investigation Type</u>	<u>Date</u>	<u>County</u>	<u>Allegation(s)</u>	<u>Disposition</u>
{OHI/as a parent}				

**Details for any Substantiated Allegations**

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**SAFETY CONCERN**

Safety Threats – None  One or more

Explanation for any safety threats and how they were mitigated:

**CROSS REPORTING**

Community Care Licensing  Children & Family Services  Adult Protective Services

Law Enforcement : {which agency} Other :



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**CONCLUSION TO INVESTIGATION**

The following findings have been reached under Penal Code 11165.5:

The Allegation of \_\_\_\_\_ by \_\_\_\_\_ is found to be \_\_\_\_\_. {explain findings briefly}

\_\_\_\_\_  
SW Name, SW II or II Date  
Children & Family Services, Antioch  
(Area code) phone number

\_\_\_\_\_  
SWS Name, SWS II Date  
Children & Family Services, Antioch  
(Area Code) phone number

CC:  
Kathy Marsh, Director  
Roslyn Gentry, Deputy Director  
Lori Castillo, Division Manager  
Debra Bidwell, Division Manager  
....., Division Manager (over program where case is open)  
Lashonda Wallace, ESC Supervisor  
Beth Bottorf, ESC Supervisor  
Donna Constantini, RFA Supervisor  
Marcy Hara, RFA Supervisor  
Jennifer Lund, Out of Home Investigation Supervisor