

To: All DCS Field Staff and OCWI

From: Shalom Jacobs, Deputy Director of Field Operations

Re: Investigations Documentation for Guardian Cut-Over

Date: January 8, 2021

Given the Department of Child Safety's implementation of Guardian on February 1, 2021, it is necessary to discontinue the creation of new Child Safety Risk Assessments in the CHILDS system to migrate data so that it is accessible upon Guardian deployment.

Effective January 8, 2021 at 5pm, and lasting through January 28, 2021 DCS Field Staff and OCWI shall not create a new CSRA (LCH488C) in CHILDS for any investigation. Policy and Procedure requirements for investigative actions and tasks must still be completed as outlined in the DCS Policy Manual.

The temporary expectations for documentation of investigations received after January 8th at 5pm shall be completed as outlined below:

- **Section I: Background Information**
 - Prior history in Arizona or other states or jurisdictions (box A):
 - Document in an Investigation type case note in CHILDS stating a prior history review was completed along with the person's name and their relationship to the child.
 - While the review must be completed in accordance with policy, a summary of the results does not need to be documented, only that the check was completed.
 - Department of Public Safety (DPS) background checks and results (box B):
 - Document in a Key Issue type case note in CHILDS stating the check was completed with the person's name and their relationship to the child.
 - While the review must be completed in accordance with policy, a summary of the results does not need to be documented, only that the check was completed.
 - Print the results of the DPS check and place in the hard copy record in a sealed envelope marked "Confidential".
 - Court Orders Limiting or Restricting Contact (box C), Joint Investigations and/or Police Involvement (box D) and Documents Reviewed (box E) shall be documented in Investigations type case notes.

- **Section II: Interviews with All Required Parties**
 - Document source contacts in a Key Issue type case note.
 - All other required interviews shall be documented in Investigation type case notes.

- Investigation case notes should not include the assessment of the information.
- **Section III: Analysis of Information and Conclusions about Child Safety**
 - The Present Danger and Impending Danger decisions of safe or unsafe shall be documented in an Investigation type case note. The analysis of information leading to the decision is not required to be documented in CHILDS.
 - When implementing a Present Danger Plan or Safety Plan, scan and attach the plan to an Investigation type case note in CHILDS.
 - Documentation of the Present Danger Decision, Present Danger Plan (if applicable), Caregiver Protective Capacities, Assessment of Impending Danger, Safety Decision and Safety Plan (if applicable) shall be entered into Guardian after February 1, 2021.
- **Section IV: Clinical Supervision Discussion**
 - Document all clinical supervision discussions consistent with the Supervision Handbook.

CSRAs that have been created prior to 5pm on January 8, 2021 should be completed and approved by the DCS Program Supervisor by January 28, 2021, if possible and appropriate.

Reports received after January 8th at 5pm will not be able to be closed until after Guardian Go-Live on February 1st when documentation of the Family Functioning Assessment – Investigation is entered.

Exceptions to this directive may be given if a dependency petition is filed during the cut-over period. In this instance, the Program Administrator or OCWI Deputy Chief must provide the approval and initiate the new CSRA that must be closed by January 28, 2021 at 5pm.

Sincerely,



Shalom Jacobs
Deputy Director of Field Operations