



*Arizona Department of Child Safety*

**Douglas A. Ducey**  
Governor

**Gregory McKay**  
Director

To: All DCS Staff Who Respond to DCS reports

From: Gregory McKay, Director

Re: Administrative Directive on: Documenting the Present Danger Assessment of Alleged Child Victims

Date: October 23, 2015

Effective October 23, 2015, all DCS staff who respond to DCS reports for investigation shall document the present danger safety assessment in Section III, A. of the Child Safety and Risk Assessment (CSRA) under "Assessment of Present Danger" as soon as possible and within no more than two work days of interviewing or observing an alleged child victim. Narrative documentation shall include the child's name; the contact's date, time, and location; and a description of each child's environment and condition at the time of the initial contact.

In addition, within no more than two work days of interviewing or observing *all* alleged child victims in the report, DCS staff shall document the current present and/or impending danger safety assessment conclusion in Section III, D. of the CSRA, by checking the Safe or Unsafe radial button to indicate whether all child victims are assessed to be safe, or at least one child is identified to be unsafe, based on the information collected at the initial contact with the child(ren) and any other information available at the time. Do not check the radial button until *all* alleged child victims in the DCS report have been interviewed or observed.

DCS staff shall continue to collect all required information to complete the impending danger assessment for all children in the home. At the conclusion of the impending danger assessment, DCS staff shall update Section III, D., if needed, to document the assessment of impending danger at the conclusion of the investigation.

This administrative directive is effective October 23, 2015 and replaces any prior directives on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg McKay". The signature is stylized with a large loop at the beginning and a long horizontal stroke extending to the right.

Greg McKay  
Director, Department of Child Safety