



AFTER HOURS INVESTIGATION TEAM STANDARD WORK

VERSION DATE 4/2/19

Standard Work for After Hours Investigation Team (AHIT)

Purpose: Standardize practice and define the roles and responsibilities for After Hours Investigation Teams, as well as Field responsibilities when submitting AHIT alerts. The Arizona Department of Child Safety, After Hours Investigation Team (AHIT) Specialist assesses and ensures child safety on reports received outside of normal business hours. Business hours are defined by State ADOA standards as Monday through Friday, 8 a.m. to 5 p.m.

Deliverables:

1. AHIT Specialists will respond to Priority 1 reports that are not able to be mitigated until business hours.
2. P2's will be reviewed by an AHIT supervisor or Program Manager to determine if the report can be mitigated until business hours and in accordance with policy, Chapter 2; Section 1. AHIT will document in an email to the field supervisor the action/decision taken to mitigate a report or not. AHIT Supervisors or Program Manager are only allowed to mitigate and document in accordance with DCS policy.
3. AHIT will cross report every CC P2. If the report was cross reported to Law Enforcement AHIT will enter a comment note about law enforcement response and what they found.
4. Status communications that involve custody matters or where safety must be determined will require an in person response, (children in danger or needing to be placed). Status communications received outside of normal business hours will be responded to in accordance with Program Policy Chapter 1 Section 1.
5. Action requests that involve custody matters or where safety must be determined will require an in person response, (children in danger or needing to be placed).
6. Prior to submitting an AHIT alert, Field Specialists must have responded and attempted to have assessed present danger, and if appropriate, drafted a present danger plan which must be attached to the AHIT alert. If unable to assess present danger, the field specialist must enter documentation or attach documentation to the alert that explains what was completed. A valid state-issued cell or personal cell phone number for the Field Specialist and Supervisor must be provided. Program Managers are responsible for approving AHIT alerts before they are sent to AHIT. Plans without Program Manager approval will be returned to the section Program Manager for review/approval. In the absence of the Program Manager the Program Administrator can be consulted.
7. P1 reports that require an AHIT response are defined by being any new report (no current open case) received by the Hotline after 4 p.m. Any new report on a current open case or on a current active investigation report will be called out to the assigned unit, up until 5 p.m. on weekdays. AHIT is not responsible for this response unless arrangements are made by AHIT and Field Supervisors.
8. If the Standard Work is not adhered to, AHIT will track the individual and reason that the Standard Work was not followed. The AHIT Program Manager will provide details of the tracking to the Program Administrator of each respective region on a monthly basis.