

RHODE ISLAND GOVERNMENT REGISTER
PUBLIC NOTICE OF PROPOSED RULEMAKING

AGENCY: Department of Children, Youth and Families

DIVISION: Child Protective Services

RULE IDENTIFIER: ERLID 7590

REGULATION TITLE: Criteria for a Child Protective Services Investigation

RULEMAKING ACTION: Proposed Rulemaking

TYPE OF FILING: Repeal

TIMETABLE FOR ACTION ON THE PROPOSED RULE:

Date of Public Notice: January 10, 2018

End of Public Comment Period: February 23, 2018

SUMMARY OF PROPOSED RULE: The proposed repeal is filed in conjunction with the proposed adoption of 214-RICR-20-00-1, "Child Protective Services." 214-RICR-20-00-1 will replace several existing Child Protective Services regulations as listed in detail below.

The proposed adopted regulation sets forth the responsibilities of the DCYF for child welfare reports to the hotline, criteria for screening in reports, and cases assigned for an investigation or a family assessment response. This Child Protective Services regulation will replace the previous Child Protective Services rules, which will remain in effect as DCYF Operating Procedures, and are available on the Department's website.

COMMENTS INVITED:

All interested parties are invited to submit written or oral comments concerning the proposed regulations by **February 23, 2018** to the address listed below.

ADDRESSES FOR PUBLIC COMMENT SUBMISSIONS:

All written comments or objections should be sent to, Sarah St. Jacques, DCYF Policy Office, Rhode Island Department of Children, Youth and Families

Mailing Address: DCYF, 3rd Floor, 101 Friendship Street, Providence, RI 02903

Email Address: Sarah.StJacques@dcyf.ri.gov

WHERE COMMENTS MAY BE INSPECTED:

Mailing Address: DCYF, 3rd Floor, 101 Friendship Street, Providence, RI 02903

PUBLIC HEARING INFORMATION:

In accordance with R.I. Gen. Laws § 42-35-2.8, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within ten (10) days of this notice.

FOR FURTHER INFORMATION CONTACT:

Sarah St. Jacques, DCYF Policy Office, Rhode Island Department of Children, Youth and Families, 3rd Floor, 101 Friendship Street, Providence, RI 02903 or

Sarah.StJacques@dcyf.ri.gov

SUPPLEMENTARY INFORMATION:

Regulatory Analysis Summary and Supporting Documentation:

There are no new societal costs and benefits in the adoption of this rule.

Authority for This Rulemaking: R.I. Gen. Laws §§ 11-5-11, 11-37-6, 14-1-3, 14-1-27, 40-11-2, 40-11-3, 40-11-3.2, 40-11-4, 40-11-5, 40-11-6, 40-11-7, 40-11-12.2, 40-13.2-3.1, 40-72-11, 42-72, 42-72.1-4, 42-72-8, 42-72-14, and Adoption Assistance and Child Welfare Act of 1980, Pub. L. No. 96-272, Adoption and Safe Families Act of 1997, Pub. L. No. 105-89, and Child Abuse Amendments of 1981, Pub. L. No. 98-457.

Regulatory Findings:

In the development of the proposed regulation, consideration was given to: (1) alternative approaches; (2) overlap or duplication with other statutory and regulatory provisions; and (3) significant economic impact on small business. No alternative approach, duplication, or overlap was identified based upon available information.

The Proposed Repeal:

The Department of Children, Youth and Families proposes to adopt 214-RICR-20-00-1 as follows in the concise explanatory statement of proposed non-technical amendments below.

The Department of Children, Youth and Families proposes to repeal the following Child Protective Services regulations and reissue as Department Operating Procedures (DOPs). All DOP's are accessible to the public and may be viewed on the Department's website at: <http://www.dcyf.ri.gov/policyregs/>.

The proposed adoption of 214-RICR-20-00-1, "Child Protective Services" would repeal and supersede the following rules:

- Reporting Child Abuse and/or Neglect 500.0000 ERLID 6615
- **Criteria for a Child Protective Services Investigation 500.0010 ERLID 7590 (this rulemaking action)**
- Response Priorities-Emergency, Immediate, and Routine 500.0015 ERLID 6616
- Information/Referral (I/R) Reports; replaced with Family Assessment Response; 500.0040 ERLID 7958
- Requests for Confidential Info. Received Through the Call Floor 500.0045 ERLID 1176
- Standards for Investigation Child Abuse & Neglect (CA/N) Reports (Levels 1,2,3) 500.0050 ERLID 7589
- Additional Information and Duplicate Reports 500.0055 ERLID 6599
- Processing and Notifications for an Alleged Institutional Abuse/Neglect Case 500.0060 ERLID 6608
- Police Involvement in Child Protective Investigation 500.0065 ERLID 6613
- Removal of a Child from the Home 500.0075 ERLID 6644
- Standards of Proof 500.0080 ERLID 6645
- Letters of Notification 500.0085 ERLID 6610
- Examination of Child by Physician/Nurse Practitioner and/or Investigator 500.0090 ERLID 6604
- Documenting Results of CPS Investigations in RICHIST 500.0095 ERLID 6602
- Runaway Calls 500.0105 ERLID 1188
- Investigative Reports/Record Keeping 500.0110 ERLID 6609
- Drug Use During Pregnancy 500.0125 ERLID 6603
- Safe Haven for Infants Act 500.0130 ERLID 6626

SUMMARY OF NON-TECHNICAL CHANGES

PROPOSED REGULATIONS FOR ADOPTION

214-RICR-20-00-01

Title 214 – DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES

Chapter 20 – Child Protective Services

Subchapter 00 – N/A

Part 1 – Child Protective Services

Section 1.1 Purpose

No new provisions, language is from existing state statutes and Department policy.

1.2 Authority

No new provisions, existing state statutes.

1.3 Application

New standard language required by the Office of Regulatory Reform.

1.4 Severability

New standard language required by the Office of Regulatory Reform.

1.5 Definitions

New Definitions:

“Commercial Sexual Exploitation of Children (CSEC)” refers to a range of crimes and activities involving the sexual abuse or exploitation of a child for the financial benefit of any person or in exchange for anything of value (including monetary and non-monetary benefits) given or received by any person.

“Severe forms of trafficking in persons means” (A) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained eighteen (18) years of age; or (B) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.

“Standardized screening tool” means an assessment instrument that is developed based on statistical analysis of identifying factors that statistically predict child maltreatment. The assessment tool is utilized to screen reports made to the central intake center for purposes of screening in CPS reports for an investigation or a family assessment response.

“Victim of a severe form of trafficking” means a person subject to an act or practice described in paragraph (J).

Justification for regulatory change:

Definitions added to comply with federal provisions of the Preventing Sex Trafficking and Strengthening Families Act, P.L. 113–183

1.6 Reporting Child Abuse and Neglect

Any person who has reasonable cause to know or suspect that any child has been abused or neglected, sex trafficked, commercially sexually exploited, human trafficked, or is a victim of sexual abuse by another child, must report that information to the Department’s Child Protective Services (CPS) Hotline within twenty-four (24) hours.

Any person who has reasonable cause to know or suspect that any child has been the victim of sexual abuse by an employee, agent, contractor, or volunteer of an educational program must report that information to the Hotline within twenty-four (24) hours.

Justification for regulatory change:

Language added to comply with federal provisions of the Preventing Sex Trafficking and Strengthening Families Act, P.L. 113–183 and RI State Statute § 40-11-3.3 Duty to report – Sexual abuse of a child in an educational program enacted in 2016

1.7 Criteria for Child Protective Services Investigation

The Department must investigate reports that allege child abuse and/or neglect when reasonable cause to believe that abuse or neglect exists. CA/N reports accepted for investigation must contain the following elements:

1. Allegations of sexual abuse by school personnel; or
2. Allegations of sex trafficking and/or severe forms of trafficking of a child under eighteen (18) or under twenty-one (21) years of age if in Department custody.

For purposes of CA/N reports relating to allegations of sex trafficking and/or severe forms of trafficking, any person (not limited to the parent or other person responsible for the child’s welfare) who is alleged to be responsible for committing or allowing to be committed any act of sex trafficking, commercial sexual exploitation, or human trafficking must be subject to an investigation by the Department to determine if the child is a victim of child abuse or neglect. Any child identified as a victim of sex trafficking or severe forms of trafficking is considered a victim of child abuse and neglect and sexual abuse.

Justification for regulatory change:

- Allegations of sexual abuse by school personnel is mandated by Rhode Island State Statute § 40-11-3.3 Duty to report – Sexual abuse of a child in an educational program enacted in 2016
- Allegations of sex trafficking is mandated by the federal Preventing Sex Trafficking and Strengthening Families Act, P.L. 113–183, Approved September 29, 2014

1.8 Response Priorities

Department staff utilize a standardized screening tool to determine the response priority for each report of child abuse or neglect that is screened in for an investigation. Response priorities delineate the time limit for the Department to process the report and for the initiation of an investigation.

Assigned investigations must commence within the timeframe of the designated response priority. For all response priorities below, the investigation is initiated when the CPI makes contact or attempts to contact any party associated with the investigation.

1. Priority 1 (emergency) Response – The CPS report must be processed for case assignment within thirty (30) minutes (40 minutes) after the call is completed. The CPI must respond to the report within four (4) hours (40 minutes) of the report being received to CPS.
2. Priority 2 (Immediate) Response – The CPS report must be processed for case assignment within two (2) hours (one hour) after the call is completed. The CPI must respond to the report within twelve (12) hours (within shift) of the report being received to CPS.
3. Priority 3 (Routine) Response – The CPS report must be processed for case assignment within four (4) hours (one hour) after the call is completed. The CPI must respond to the report within forty-eight (48) hours (24 hours) of the report being received to CPS.
4. Priority 1 response criteria include:
 - a. Child held by police/physician/nurse practitioner on a forty-eight (48) hour hold for DCYF placement. Previously categorized as a Priority 2 (Immediate) response time, moved to now be a Priority 1 (Emergency) Response time.

Justification for regulatory change:

Response times have been renamed from Emergency, Immediate and Routine to Priority 1, Priority 2, and Priority 3 to align with standardized terms used by the SDM (Structured Decision Making) model.

Response times have been changed to provide more realistic timeframes and to parallel our sister states' investigatory response times.

1.9 Standards for Investigating Child Abuse & Neglect (CA/N) Reports

All efforts are made to complete each investigation within thirty (30) (ten) days. If an extension of the thirty (30) day timeframe for completion of an investigation is necessary, a supervisor and/or administrator may grant an extension request up to fifteen (15) additional days.

Justification for regulatory change:

Timelines have been modified to allow Child Protective Investigators adequate time to complete the investigation in a comprehensive and thorough manner.

1.14 Family Assessment Response

This entire section is new and replaces the Department's previous Information/Referral (I/R) Reports policy: 500.0040.

Justification for regulatory change:

The Department is pleased to announce the development of a Family Assessment Response, a Child Protective Services response to low to moderate risk screened-in reports of child maltreatment that do not meet the statutory criteria for an investigation. The Family Assessment Response will replace the Department's prior categorization of "Information/Referral (I/R)" reports.

The Family Assessment Response, also known as "FAR", provides a comprehensive assessment of child safety, risk of child abuse or neglect, family strengths and need. The FAR is not an investigation, no perpetrator is named and no findings are made.

A family's involvement in the Family Assessment Response is voluntary. The voluntary involvement is critical and opens the door to a partnership between the family and the Department to engage in an assessment of safety, risk, strengths, and needs.

Guiding Principles of a Family Assessment Response

- Low to moderate risk neglect cases are best served through planning that includes parents as partners.
- Families want safety for their children.
- Families can meet their children's needs with supports and resources.
- Families are better able to care for their children when connections to communities are developed and strengthened.
- Communities want children to be safe and cared for.

The Family Assessment Response supports and enhances the Department's vision of increased family engagement, enhances the practice of solution based casework, assessment of family's needs and strengths, delivery of concrete and supportive services and focuses on child safety.

Goals of Family Assessment Response

- Provide early intervention to respond to low to moderate risk allegations with the possibility of preventing future high risk or unsafe situations.
- Increase scope of service delivery to provide services and resources for low to moderate risk families. Opportunity to provide services not based on abuse or neglect, but on family need for sustained and supportive parenting of their children.
- Improve Family-Centered Practice by increasing the involvement of the family in assessment and identification of their strengths and needs, and the development of a plan to address issues relating to risk of abuse or neglect.
- Increase resource identification by reviewing service needs and resource availability for immediate and long-term support outside the scope of abuse and neglect.
- Improve engagement and assessment by moving away from incident-based assessments to a comprehensive assessment of the family dynamics, strengths, issues and needs.

~~Criteria for a Child Protective Services Investigation~~

~~Rhode Island Department of Children, Youth and Families~~

~~Policy: 500.0010~~

~~Effective Date: July 7, 1984 Revised Date: February 24, 2014 Version: 6~~

~~The Department of Children, Youth and Families initiates a Child Protective Services (CPS) investigation when a report that meets Investigation Criteria is made to the CPS Hotline. Reports may involve families new to the Department, families actively being serviced by the Department, families previously active with the Department and incidents of institutional abuse and/or neglect. The report involves a child under eighteen years of age or under twenty-one years of age if the youth is residing in foster or institutional care or if the youth is in Department custody, regardless of placement.~~

~~Investigation Criteria 1 – Child Abuse/Neglect (CA/N) Report – RIGL 40-11-3 requires the Department to immediately investigate reports of child abuse and neglect. The circumstances reported, if true, must constitute child abuse/neglect as defined by RIGL 40-11-2.~~

~~Investigation Criteria 2 – Non-Relative Caregiver – RIGL 42-72.1-4 requires that no parent assigns or otherwise transfers to another, not related to him or her by blood or marriage, his or her rights or duties with respect to the permanent care and custody of his or her child under eighteen years of age unless duly authorized by an order or decree of the court.~~

~~Investigation Criteria 3 – Sexual Abuse of a Child by Another Child – RIGL 40-11-3 requires the Department to immediately investigate sexual abuse of a child by another child.~~

~~Investigation Criteria 4 – Duty to Warn – RIGL 42-72-8 allows the Department to release information if it is determined that there is a risk of physical injury by a person to himself/herself or others and that disclosure of the records is necessary to reduce that risk. If the Hotline receives a report that a perpetrator of sexual abuse or serious physical abuse has access to another child in a family dwelling, that report is classified as an investigation and assigned for investigation.~~

~~Investigation Criteria 5 – Alert to Area Hospitals – Safety of Unborn Child – RIGL 42-72-8 allows the Department to release information if it is determined that there is a risk of physical injury by a person to himself/herself or others and that disclosure of the records is necessary to reduce that risk. The Department issues an alert to area hospitals when a parent has a history of substantiated child abuse/neglect or a child abuse/neglect conviction and there is concern about the safety of a child.~~

A report made to the CPS Hotline that contains a concern about the well-being of a child, but does not meet the criteria for an investigation, may be classified as an Information/Referral (I/R) Report. Refer to [DCYF Policy 500.0040, Information/Referral \(I/R\) Reports](#).

Related Procedure

[Criteria for a Child Protective Services Investigation](#)

Related Policy

[Standards for Investigating Child Abuse and Neglect \(CA/N\) Reports \(Levels 1, 2, 3\)](#)

[Information/Referral \(I/R\) Reports](#)

[Processing and Notifications for an Alleged Institutional Abuse/Neglect Case](#)

[Kinship Care](#)

~~Criteria for a Child Protective Services Investigation~~

~~Procedure from Policy 500.0010: Criteria for a Child Protective Services Investigation~~

~~I. Investigation Criteria 1~~

- ~~A. The Department investigates reports that allege child abuse and/or neglect when reasonable cause to believe that abuse or neglect exists. Child Abuse/Neglect (CA/N) Reports accepted for investigation contain the following elements:~~
- ~~1. Harm or substantial risk of harm to the child (under eighteen or under twenty one years of age if in Department placement or custody) is present.~~
 - ~~2. A specific incident or pattern of incidents suggesting child abuse and/or neglect.~~
 - ~~3. A "person responsible for the child's welfare" has allegedly abused or neglected the child. RIGL 40-11-2 defines a "person responsible for the child's welfare" as the child's parent or guardian, any individual, eighteen years of age or older, who resides in the home of a parent or guardian and has unsupervised access to a child, a foster parent (relative or non-relative), an employee of a public or private residential home or facility or any staff person providing out-of-home care, which includes family child care, group child care and center based child care.~~
 - ~~4. Refer also to DCYF Policy 500.0050, Standards for Investigating Child abuse and Neglect (CA/N) Reports (Levels 1, 2, 3).~~
- ~~B. Call Floor Child Protective Investigator (CPI) completes a Child Protective Services (CPS) report in RICHIST for all reports alleging child abuse and neglect.~~
- ~~C. Field CPI initiates an investigation within twenty-four hours if the report is accepted for investigation.~~
- ~~D. An investigation relating to a foster home or child care program is conducted in conformance with DCYF Policy 500.0060, Processing and Notifications for an Alleged Institutional Abuse/Neglect Case.~~

~~II. Investigation Criteria 2: Non-Relative Caregiver~~

- ~~A. A CPS investigation is initiated when the Department receives a report that a parent has assigned or otherwise transferred to another, not related to him or her by blood or marriage, his or her rights or duties with respect to the permanent care and custody of his or her child under eighteen years of age, unless the arrangement was authorized by an order or decree of the court.~~
- ~~B. During the investigation, it is determined if the home is suitable for the child. If the placement is deemed appropriate, the Department licenses the caregiver if she/he meets licensing standards and is able to meet the needs of the child.~~
- ~~C. If the placement is unsuitable, the Department removes the child and places him or her in an appropriate living arrangement. If the child must be placed in out-of-home care, the~~

Department must first explore potential relatives as placement resources (refer to DCYF Policy 900.0025, Kinship Care).

- D. The Call Floor CPI completes a CPS report.
- E. The Field CPI initiates an investigation within twenty-four hours if the report is accepted for investigation.

III. Investigation Criteria 3 – Sexual Abuse of a Child by another Child

- A. The Department is required by RIGL 40-11-3 to investigate allegations of sexual abuse/molestation/exploitation of a child by another child immediately. The Department initiates an investigation in conformance with DCYF Policy 500.0050: Standards for Investigating Child Abuse and Neglect (CA/N) Reports (Levels 1, 2, 3).
- B. The Hotline CPI completes a CPS report.
- C. The Field CPI initiates an investigation within twenty-four hours if the report is accepted for investigation.

IV. Investigation Criteria 4: Duty to Warn

- A. RIGL 42-72-8 allows the Department to release information if there is a risk of physical injury by the person to himself/herself or others and that disclosure of the records is necessary to reduce that risk.
- B. In accordance with the law, a CPS Investigation is initiated when the Hotline receives a report that a perpetrator, who has been convicted, adjudicated or indicated for the following categories of sexual abuse or serious physical abuse, has physical access to other children in a family.
 - 1. Convictions:
 - a. Murder (involving a child)
 - b. First degree child abuse
 - c. Battery by an adult upon children ten years of age or younger – serious bodily injury
 - d. First degree child molestation
 - e. Second degree child molestation
 - 2. Adjudications in Family Court
 - a. Termination of Parental Rights based on finding of conduct toward a child of a cruel and abusive nature
 - b. Sexual abuse
 - 3. Indicated Abuse Findings (CPS)
 - a. Death
 - b. Brain damage
 - c. Subdural hematoma
 - d. Internal injuries

- e. Intercourse
- f. Sexual exploitation
- g. Molestation

- C. The Hotline CPI completes a CPS report.
- D. The Field CPI initiates an investigation within twenty-four hours if the report is accepted for investigation.
- E. Field CPI attempts to verify any prior adjudication on a Dependency/Neglect/ Abuse petition, criminal conviction in Family, District or Superior Court or a CPS indicated finding of allegations of sexual abuse and/or serious physical abuse pertaining to the alleged perpetrator.
- F. Field CPI attempts to verify the identity of the person previously adjudicated, convicted and/or the subject of a prior CPS finding on charges/allegations of sexual abuse and/or serious physical abuse.
- G. Prior to responding to the home, the Field CPI contacts legal counsel to determine what, if any, information can be disclosed to the primary caregiver pursuant to the provisions of RIGL 42-72-8. After-hour inquiries are referred to the on-call administrator who consults with the Chief Legal Counsel.
- H. Field CPI responds to the home and interviews the child to determine if he/she has been a victim of any act of abuse and/or neglect by the alleged perpetrator.
- I. Field CPI determines if there is a substantial risk of imminent physical or emotional harm to any child residing in the same household as the alleged perpetrator or to whom the alleged perpetrator has frequent access. The CPI and his/her supervisor consider any appropriate factors in assessing risk to the child, which include, but are not limited to:
 - 1. How long ago the conviction, adjudication and/or indicated finding occurred;
 - 2. Whether the alleged perpetrator has engaged or is engaging in clinical treatment to address the issues of prior sexual abuse and/or serious physical abuse;
 - 3. The age of the child(ren) residing in the household;
 - 4. Whether there has been any prior Department involvement with the child who is the subject of the current investigation;
 - 5. Whether or not the family is amenable to services; and
 - 6. Whether the child has disclosed any acts of abuse and/or neglect by the alleged perpetrator.
- J. If the CPI, in consultation with his/her supervisor, determines that there exists a substantial risk of imminent harm to the child, the CPI advises the primary caregiver that the alleged perpetrator must not be allowed further access to the child.

~~K. If the alleged perpetrator is a natural parent or legal guardian of the child and agrees to leave the home of the primary caregiver, the CPI consults with Department's Legal Counsel regarding the filing of a Dependency/Neglect/Abuse petition.~~

~~L. If the primary caregiver is unwilling or unable to ensure that the alleged perpetrator will not be allowed access to the child and/or the alleged perpetrator is unwilling to leave the residence of the primary caregiver, the CPI consults with legal counsel and takes immediate action to ensure the protection of the child.~~

~~V. **Investigation Criteria 5: Alert to Area Hospitals – Safety of Unborn Child**~~

~~A. RIGL 42-72-8 allows the Department to release information if it is determined that there is a risk of physical injury by the person to himself/herself or others, and that disclosure of the records is necessary to reduce that risk.~~

~~B. In accordance with this law, the Department issues an alert to area hospitals when it is believed that there may be risk of harm to a child born to a parent with a history of substantiated child abuse or neglect or a child abuse/neglect conviction.~~

~~1. Reasons for an alert may include, but are not limited to:~~

- ~~a. Parent has exhibited behavior or conduct that is seriously detrimental to a child of a duration that renders it improbable for the parent to care for a child for an extended period.~~
- ~~b. Parent has subjected another child to aggravated circumstances, including abandonment, torture, chronic abuse or sexual abuse.~~
- ~~c. Parent has committed voluntary manslaughter of another child.~~
- ~~d. Parent has aided or abetted, attempted, conspired or solicited to commit such a murder or such a voluntary manslaughter.~~
- ~~e. Parent has had his/her parental rights to a sibling of the child terminated involuntarily.~~
- ~~f. There is a history of chronic substance abuse by one or both parents.~~
- ~~g. Parent has inflicted excessive corporal punishment upon a child, resulting in physical injury to the child.~~
- ~~h. Parent has a history of mental or emotional disability which has proven to render the parent unable to care effectively for his or her children.~~

~~2. The alert requests that the hospital contact the CPS Hotline upon the birth of the infant as a result of the Department's concerns about the welfare of the child.~~

~~G. Issuing an Alert~~

~~1. An alert regarding the safety of an unborn child may be initiated by a Family Service Unit (FSU) worker, by a CPS worker or by a Juvenile Correctional Services (JCS) worker.~~

- ~~a. An alert may be initiated by a FSU worker on an open case, on a case that will close during the pregnancy due to a Termination of Parental Rights or on a recently closed case.~~
- ~~b. An alert may be initiated by a Call Floor CPI on a case not open to the Department.~~
- ~~c. An alert may be initiated by a JCS worker, which includes Juvenile Probation and the Rhode Island Training School.~~

~~2. Worker discusses the need for an alert with his/her supervisor and administrator in order to obtain approval.~~

~~3. Upon approval, the following processes are completed:~~

- a. ~~FSU, CPS or JCS supervisor completes a Case Activity Note (CAN) in RICHIST, indicating any special instructions, such as an available placement resource.~~
 - b. ~~Supervisor sends an e-mail to all CPS administrators informing them of the alert.~~
 - c. ~~Worker completes the DCYF # 199, Alert to Area Hospitals – Safety of Unborn Child.~~
 4. ~~FSU, CPS or JCS supervisor and administrator sign the alert.~~
 5. ~~FSU, CPS or JCS supervisor sends the alert to area hospitals.~~
- D. ~~When the Hotline receives a response to the alert upon the birth of the child, the report is reviewed. A determination is made whether the report is assigned for investigation or downgraded to an Information Referral Report in conformance with DCYF Policy 500.0040, Information/Referral (I/R) Reports.~~