

**REPORTS OF CHILD ABUSE AND NEGLECT**  
**June 11, 2019 – PT 2019.09**

**PROCEDURES 300**  
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|    | E) Transportation of Children Who Are Not<br>Technology Dependent   | 15 |
|    | 6) Mexican and Mexican American Minors in the<br>Custody of the Department  | 15 |
|    | A) Required Consent to Release Information  | 16 |
|    | B) Notification to the Office of Latino Services  | 16 |
| i) | Obtaining Placement Services  | 16 |
| j) | Arranging for a Shelter Care Hearing  | 17 |
|    | 1) Filing the Petition  | 17 |
|    | 2) Providing the Parent Handbook  | 17 |
| k) | Reunification Efforts During the Period of Protective Custody   | 17 |
| l) | Medical Care  | 18 |
| m) | Local Law Enforcement Agency or Physician Takes<br>Protective Custody   | 18 |
| n) | Approval for Lapse of Protective Custody  | 19 |

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| <b>Section<br/>300.130</b> | <b>Referral for Services</b>  | <b>Procedures 300<br/>Section 300.130</b> |
|----------------------------|---|---|
| a)                         | Identification of Families Appropriate for Child Welfare Services                             | 1   |
|                            | 1) Service Referrals When a Report has an Unfounded Recommended Fining (No Child Placed)      | 1   |
|                            | 2) Service Referrals When a Report has a Recommended Finding of Indicated (No Child Placed)   | 1   |
|                            | A) Opening the Service Case   | 1   |
|                            | B) Services Declined by the Family  | 2   |
|                            | C) When an Intact Family Service Case is Already Open   | 2   |
|                            | 3) Service Referrals during a Pending Investigation   | 2   |
| b)                         | Types of Service  | 3   |
|                            | 1) No Services Needed   | 3   |
|                            | 2) Referral for Community-Based Services  | 3   |
|                            | 3) Intact Family Services (IFS)   | 5   |
|                            | 4) Substitute Care  | 6   |
| c)                         | Processing the IFS Referral   | 6   |
|                            | 1) The Area Administrator Decision  | 7   |
|                            | 2) Additional Requirements for Opening an Intact Family Services Case                         | 7   |
|                            | A) Consent to Obtain Mental Health Records  | 7   |
|                            | B) Subpoena of Mental Health Records  | 7   |
| d)                         | Case Transition   | 8   |
|                            | 1) Hand-Off Conference/Staffing   | 8   |
|                            | 2) Transitional Visit   | 10  |
| e)                         | Referrals to Comprehensive Community Based Youth Service Agencies (CCBYS)                     | 12  |
|                            | 1) Youth/Situations Appropriate for Referral  | 12  |
|                            | 2) General Guidelines   | 12  |
|                            | 3) Types of Calls   | 13  |
|                            | A) Calls with No Abuse or Neglect Allegations (Youth in Limited Police Custody)               | 13  |
|                            | B) Calls with No Abuse or Neglect Allegations (Youth Not in Limited Police Custody)           | 13  |
|                            | 4) Referrals to Community-Based Counseling Agencies   | 13  |
|                            | 5) Procedures for Handling Lock-Outs (Allegation #84) With No Prior Crisis Invention Services | 14  |
| f)                         | Refusal of Child Welfare Services Referrals During a Pending Investigation                    | 14  |
| g)                         | Extended Family Support Program (EFSP)  | 15  |

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| <b>Section<br/>300.140</b> | <b>Consultations</b>                                    | <b>Procedures 300<br/>Section 300.140</b> |
|----------------------------|---|---|
| a)                         | Purpose   | 1   |
| b)                         | Definition  | 1   |
| c)                         | Consultation with Law Enforcement                       | 1   |
|                            | 1) Reports Involving Methamphetamine                    | 2   |
|                            | 2) Reports Involving Domestic Violence                  | 4   |
|                            | 3) Reports Involving the Department of Juvenile Justice | 4   |
| d)                         | DCFS Regional Nurses                                    | 4   |
|                            | 1) Required Referrals                                   | 4   |
|                            | 2) Requested Services                                   | 4   |
|                            | 3) Assessing the Caregivers and the Home                | 5   |
|                            | 4) Children with Special Health Care Needs              | 5   |
| e)                         | Division of Clinical Services                           | 6   |
| f)                         | Legal   | 7   |
| g)                         | Coroner/Medical Examiner                                | 7   |
| h)                         | Licensing   | 7   |
| i)                         | Human Trafficking Program Manager                       | 8   |

| <b>Section<br/>300.150</b> | <b>Child Abuse and Neglect Investigative File</b>   | <b>Procedures 300<br/>Section 300.150</b> |
|----------------------------|---|---|
| a)                         | The Investigative File  | 1   |
|                            | 1) Case Specific Documents Maintained in Investigative File                                 | 1   |
|                            | 2) Additional Documents Maintain in Investigative File<br>in Accordance with Procedures 431 | 2   |
|                            | 3) Redacted Police Reports, LEADS and Criminal<br>History Printouts                         | 2   |
| b)                         | Child Endangerment and Risk Assessments   | 3   |
| c)                         | Retention Schedule  | 3   |
|                            | 1) 50 Years   | 3   |
|                            | 2) 20 Years   | 3   |
|                            | 3) 5 Years  | 5   |
|                            | 4) Subsequent Indicated Reports   | 5   |
|                            | 5) Unfounded Allegations  | 5   |
| d)                         | Supervisory Review and Approval of the Completed Investigative<br>File                      | 6   |
|                            | 1) Child Protection Specialist Review   | 6   |
|                            | 2) Investigative File to Supervisor   | 6   |
|                            | 3) Supervisory Review and Approval  | 6   |
| e)                         | Records of Child Abuse and Neglect Investigations   | 7   |
|                            | 1) Electronic Investigative File  | 7   |
|                            | 2) Hard Copy File   | 7   |

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| <b>Section<br/>300.160</b> | <b>Notifications</b>  | <b>Procedures 300<br/>Section 300.160</b> |
|----------------------------|---|---|
| a)                         | Notifications During an Investigation   | 1   |
|                            | 1) Initial Contact with Child Victim and Child Victim’s Family                          | 1   |
|                            | A) The CANTS 8  | 1   |
|                            | B) The Parent/Guardians of the Child  | 1   |
|                            | C) Extended Family  | 2   |
|                            | D) The Alleged Perpetrator  | 2   |
|                            | 2) Notification to Employers  | 3   |
|                            | A) Facilities   | 3   |
|                            | B) Department Employees   | 3   |
|                            | C) School Employees   | 3   |
|                            | D) Foster Homes and Relative Placement Settings   | 4   |
|                            | E) Regarding Interviews of Children Who Are Not<br>Victims                              | 4   |
|                            | F) Department of Defense Family Advocacy Program  | 4   |
|                            | 3) Investigations Involving DCFS Youths in Care   | 4   |
|                            | 4) GAL Notification   | 5   |
|                            | A) When a Report is Indicated   | 5   |
|                            | B) When a Report is Unfounded   | 6   |
|                            | 5) Unfounded Reports of Alleged Abuse Involving<br>Members of Clergy                    | 8   |
|                            | 6) Mandated Reporters   | 8   |
|                            | A) CANTS 4 or CANTS 5, Written Confirmations of<br>Suspected Child Abuse/Neglect Report | 8   |
|                            | B) Information Provided to the Mandated Reporter  | 9   |
| b)                         | Notification by the Child Protection Specialist   | 9   |
|                            | 1) Subjects of the Report   | 9   |
|                            | 2) Mandated Reporters   | 10  |
|                            | 3) Collaterals  | 10  |
|                            | 4) Extended Family  | 11  |
|                            | 5) School Notifications   | 11  |
| c)                         | State Central Register (SCR) Notifications of the Final Finding                         | 11  |
|                            | 1) Notifications of Subjects of a Report  | 11  |
|                            | 2) Activity Required of the Child Protection Specialist                                 | 12  |
|                            | 3) Notification to Schools of Indicated Child Victims                                   | 12  |
|                            | 4) Notification to Department of Professional<br>Regulations/State Board of Education   | 12  |
|                            | A) Notification to the Illinois Department of<br>Professional Regulations               | 12  |
|                            | B) Notification to the Illinois State Board of<br>Education                             | 13  |
|                            | 5) Special Notifications  | 13  |
|                            | A) Reports of Animal Abuse or Neglect   | 13  |
|                            | B) Notifications to the Mexican Consulate   | 13  |
|                            | 6) Notification to Law Enforcement  | 14  |

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- |    |   |    |
|----|---|----|
| 7) | Notification to State’s Attorney of a Second Indicated Child Abuse Report | 15 |
| 8) | Other Notifications   | 15 |

- Appendix A Repealed**
- Appendix B Allegation System**
- Appendix C List of Perinatal Centers and Hospitals They Serve**
- Appendix D CANTS 2 Investigation Finding Procedures For Persons Whose Licensure, Certification or Employment is Affected by Indicated Reports**
- Appendix E Burgos Consent Decree**
- Appendix F Minimizing the Effects of Separation and Loss in Substitute Care**
- Appendix G Child Endangerment Risk Assessment Protocol**
- Appendix H Paramour Involved Families**
- Appendix I Repealed**
- Appendix J Domestic Violence**
- Appendix K Infant Safe Sleep Practices**
- Appendix L Medical Child Abuse (Factitious Disorder By Proxy) (Munchausen Syndrome By Proxy)**

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