



State of Tennessee  
Department of Children's Services

## Work Aid- 2 – Child Protective Services Tasks by Allegations

Supplemental to DCS Policy: 14.5 Child Protective Services Planning, Initiation and Assessment of Safety and Protection

Allegation	Tasks
<p>1. <b><u>Physical abuse – severe</u></b></p>	<p>All investigative activities except for the psychological evaluation are <b>required</b> in cases alleging or involving severe abuse and will be completed by the case worker assigned to the case and/or CPIT team members.</p> <p>a) <b>Required:</b></p> <ul style="list-style-type: none"><li>◆ Interview parents/caretakers</li><li>◆ Interview/observe alleged child victim(s) and take photographs</li><li>◆ Interview other children in the home</li><li>◆ Home visit</li><li>◆ Interview other persons living in the home</li><li>◆ Site visit if abuse occurred other than the home</li><li>◆ Forensic medical exam and/or treatment for the alleged victim as outlined in <i>Section J</i> of <a href="#">Work Aid 3, CPS Tasks and Activities</a>.</li><li>◆ Interview perpetrator if other than a parent/caretaker</li><li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li><li>◆ Complete Structured Decision Making (SDM) or other assessments as appropriate</li><li>◆ Notify the District Attorney</li></ul>

Effective Date: 03/10

Supplemental to: 14.5 Child Protective Services Planning, Initiation and Assessment of Safety and Protection  
RDA S1615

Page 1 of 14

Allegation	Tasks
	<ul style="list-style-type: none"> <li>◆ Convene Child Protective Investigative Team (CPIT)</li> <li>◆ Notify the Child Advocacy Center (CAC)</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ The psychological evaluation of children or parents/caretakers is recommended.</li> </ul>
<p>2. <b><u>Physical abuse – Non-severe</u></b></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged child victim(s) and take photographs</li> <li>◆ Forensic medical exam and/or treatment for the alleged victim as outlined in <i>Section J</i> of <a href="#">Work Aid 3, CPS Tasks and Activities</a>.</li> <li>◆ Interview other children in the home</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Home visit (if abuse occurred in the home)</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ DCS prior records review</li> </ul> <p>b) <b>Recommended:</b></p> <p>c) Forensic medical exam and/or treatment for the alleged victim as outlined in <i>Section J</i> of <a href="#">Work Aid 3, CPS Tasks and Activities</a>.</p> <p>d) Site visit if abuse occurred in setting other than home</p> <ul style="list-style-type: none"> <li>◆ Contact reporter for more information</li> </ul> <p>c) <b>Optional:</b></p> <ul style="list-style-type: none"> <li>◆ Review of other records</li> <li>◆ Psychological evaluations</li> </ul>

Allegation	Tasks
	<ul style="list-style-type: none"> <li>◆ Family Functional Assessment</li> <li>d) <b>Not applicable:</b> <ul style="list-style-type: none"> <li>◆ Notify the District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify the CAC</li> </ul> </li> </ul>
<p>3. <b><u>Environmental neglect</u></b></p>	<ul style="list-style-type: none"> <li>a) <b>Required:</b> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged child victim and take photographs</li> <li>◆ Interview other children in the home</li> <li>◆ Home visit and take photographs</li> <li>◆ Interview alleged perpetrator if other than parents/caretakers</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ DCS record check</li> </ul> </li> <li>b) <b>Recommended:</b> <ul style="list-style-type: none"> <li>◆ Contact reporter for more information</li> <li>◆ Interviews with witnesses, collaterals, other adults in the home, other professionals and agencies</li> <li>◆ Other record checks</li> </ul> </li> <li>c) <b>Optional:</b> <ul style="list-style-type: none"> <li>◆ Psychological evaluation</li> <li>◆ Medical treatment/exam</li> <li>◆ Family Functional Assessment</li> </ul> </li> </ul>

Allegation	Tasks
	<p>d) <b>Not applicable:</b></p> <ul style="list-style-type: none"> <li>◆ Convene CPIT</li> <li>◆ Notify the District Attorney</li> <li>◆ Notify the CAC</li> </ul>
<p>4. <b><u>Nutritional neglect - Severe</u></b></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged child victim(s) and take photographs</li> <li>◆ Interview other children in the home</li> <li>◆ Home visit</li> <li>◆ Interview other persons living in the home</li> <li>◆ Site visit if abuse occurred other than the home</li> <li>◆ Forensic medical exam and/or treatment for the alleged victim as outlined in <i>Section J</i> of <a href="#">Work Aid 3, CPS Tasks and Activities</a>.</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ Complete SDM</li> <li>◆ Notify District Attorney</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ DCS record checks</li> </ul>

Allegation	Tasks
	<p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Psychological evaluation of parent/caretaker</li> <li>◆ Site visit if the location is other than the home</li> <li>◆ Other record checks</li> </ul>
<p>5. <b><u>Nutritional neglect – non-severe</u></b></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged child victim and take photographs</li> <li>◆ Interview/observe other children in the home</li> <li>◆ Interview perpetrator other than parent/caretaker</li> <li>◆ Home visit</li> <li>◆ Interview witnesses, collaterals, and other adults in the home</li> <li>◆ Interview other professionals or agencies</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ Complete SDM</li> <li>◆ DCS records check</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Medical treatment/exam</li> <li>◆ Contact reporter for more information</li> <li>◆ Other records check</li> </ul>

Allegation	Tasks
	<p>c) <b>Optional:</b></p> <ul style="list-style-type: none"> <li>◆ Background check</li> <li>◆ Psychological evaluation</li> <li>◆ Family Functional Assessment</li> <li>◆ Site visit if other than the home</li> </ul> <p>d) <b>Not applicable:</b></p> <ul style="list-style-type: none"> <li>◆ Notify District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify CAC</li> </ul>
<p>6. <u>Lack of supervision</u></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged victim(s) and take photographs</li> <li>◆ Interview/observe other children in the home</li> <li>◆ Home visit</li> <li>◆ Interview alleged perpetrator if other than parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, and professionals or agency staff</li> <li>◆ DCS records check</li> <li>◆ Complete SDM</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Contact reporter for more information</li> <li>◆ Other records check</li> </ul>

Allegation	Tasks
	<ul style="list-style-type: none"> <li>◆ Site visit, if occurred in setting other than the home</li> <li>c) <b>Optional:</b> <ul style="list-style-type: none"> <li>◆ Psychological evaluation</li> <li>◆ Medical treatment/exam</li> <li>◆ Family Functional Assessment</li> <li>◆ Other records check</li> </ul> </li> <li>d) <b>Not applicable:</b> <ul style="list-style-type: none"> <li>◆ Notifying the District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify CAC</li> </ul> </li> </ul>
7. <b><u>Abandonment</u></b>	<ul style="list-style-type: none"> <li>a) <b>Required:</b> <ul style="list-style-type: none"> <li>◆ Interview parent/caretaker if whereabouts are known</li> <li>◆ Interview/observe child victim(s) and take photographs</li> <li>◆ Interview other children in the home</li> <li>◆ Home visit</li> <li>◆ Interview witnesses, collaterals, other adults in the home, and professionals or agency persons</li> <li>◆ DCS records check</li> </ul> </li> <li>b) <b>Recommended:</b> <ul style="list-style-type: none"> <li>◆ Site visit, if incident occurred in setting other than the home</li> <li>◆ Contact reporter for more information</li> <li>◆ Other records check</li> </ul> </li> </ul>

Allegation	Tasks
	<p>c) <b>Optional:</b></p> <ul style="list-style-type: none"> <li>◆ Convene CPIT</li> <li>◆ Notify District Attorney</li> <li>◆ Notify CAC</li> <li>◆ Medical treatment/exam</li> <li>◆ Psychological evaluation</li> <li>◆ Other records check</li> </ul> <p>d) <b>Not applicable:</b></p> <ul style="list-style-type: none"> <li>◆ Interview with alleged perpetrator, if other than the parent(s)</li> </ul>
<p>8. <b><u>Medical maltreatment – severe</u></b></p>	<p>a) <b><u>Required:</u></b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged child victim(s) and take photographs</li> <li>◆ Interview other children in the home</li> <li>◆ Home visit</li> <li>◆ Interview other persons living in the home</li> <li>◆ Site visit if abuse occurred other than the home</li> <li>◆ Forensic medical exam and/or treatment for the alleged victim as outlined in <i>Section J</i> of <a href="#">Work Aid 3, CPS Tasks and Activities</a>.</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ Complete SDM</li> </ul>

Allegation	Tasks
	<ul style="list-style-type: none"> <li>◆ Notify District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify CAC</li> </ul> <p>b) <b><u>Recommended:</u></b></p> <ul style="list-style-type: none"> <li>◆ Psychological evaluation</li> </ul>
<p>9. <b><u>Medical maltreatment – non-severe</u></b></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers;</li> <li>◆ Interview/observe child victims and take photographs</li> <li>◆ Interview/observe other children in the home</li> <li>◆ Interview alleged perpetrator if other than the parent/caretaker</li> <li>◆ Home visit</li> <li>◆ Interview witnesses, collaterals, other adults in the home, and professionals or agency staff</li> <li>◆ DCS records check</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Medical treatment/exam</li> <li>◆ Contact reporter for more information</li> </ul> <p>c) <b>Optional:</b></p> <ul style="list-style-type: none"> <li>◆ Psychological evaluations</li> <li>◆ Family Functional Assessment</li> <li>◆ Other records check</li> </ul>

Allegation	Tasks
	<p>d) <b>Not applicable:</b></p> <ul style="list-style-type: none"> <li>◆ Notify District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify CAC</li> <li>◆ Site visit</li> </ul>
<p>10. <u>Sexual Abuse</u></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe alleged child victim(s) and take photographs</li> <li>◆ Interview other children in the home</li> <li>◆ Home visit</li> <li>◆ Interview other persons living in the home</li> <li>◆ Site visit if abuse occurred other than the home</li> <li>◆ Forensic medical exam and/or treatment for the alleged victim as outlined in <i>Section J</i> of <a href="#">Work Aid 3, CPS Tasks and Activities</a>.</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ Complete SDM</li> <li>◆ Notify District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify CAC</li> </ul>

Allegation	Tasks
	<ul style="list-style-type: none"> <li>◆ DCS records check</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Photographing injuries or conditions</li> <li>◆ Medical treatment/exam</li> <li>◆ Psychological evaluation</li> <li>◆ Other records check</li> </ul>
<p>11. <b><u>Child fatality-near fatality</u></b></p>	<p>a) <b><u>Required:</u></b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview other children in the home and take photographs</li> <li>◆ Home visit</li> <li>◆ Interview other persons living in the home</li> <li>◆ Site visit if abuse occurred other than the home</li> <li>◆ Interview perpetrator if other than a parent/caretaker</li> <li>◆ Interview witnesses, collaterals, other adults in the home, other professionals or agencies</li> <li>◆ Complete SDM</li> <li>◆ Notify District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ DCS records check</li> <li>◆ Complete form <a href="#"><u>CS-0740, CPS Investigation Summary and Classification Decision of Child Abuse/Neglect</u></a></li> </ul>

Allegation	Tasks
	<p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Contact reporter for more information</li> <li>◆ Psychological evaluation</li> <li>◆ Other records check</li> </ul>
<p>12. <u>Drug exposed infant/child</u></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe child victim(s), and take photographs</li> <li>◆ Interview/observe other children in the home</li> <li>◆ Interview alleged perpetrator, if other than the parents/caretakers</li> <li>◆ Interview witnesses, collaterals, other adults in the home, professionals or agency staff</li> <li>◆ Home visit (unless there is a good cause to believe that the home contains facilities for manufacture of methamphetamines)</li> <li>◆ DCS records check</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Convene CPIT</li> <li>◆ Notify the District Attorney</li> <li>◆ Notify the CAC</li> <li>◆ Medical treatment/exam</li> <li>◆ Contact reporter for more information</li> <li>◆ Psychological evaluation</li> <li>◆ Site visit, if other than the home, and if that site is not believed to contain facilities for the manufacture</li> </ul>

Allegation	Tasks
	<p>of methamphetamine.</p> <ul style="list-style-type: none"> <li>◆ Drug testing as needed</li> <li>◆ Other records check</li> </ul>
<p><b>13. <u>Psychological harm</u></b></p> <p><i>(Note: This allegation may not be classified as indicated without a supporting mental health evaluation.)</i></p>	<p>a) <b><u>Required:</u></b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe child victim(s) and photograph <u>as needed</u></li> <li>◆ Interview/observe other children in the home</li> <li>◆ Interview the perpetrator if other than the parents/caretakers</li> <li>◆ Interview witnesses, collaterals, other adults in the home, professionals and agency staff</li> <li>◆ Home visit</li> <li>◆ DCS records check</li> </ul> <p>b) <b><u>Recommended:</u></b></p> <ul style="list-style-type: none"> <li>◆ Site visit if site is other than the home</li> <li>◆ Contact the reporter for more information</li> <li>◆ Other records check</li> </ul> <p>c) <b><u>Optional:</u></b></p> <ul style="list-style-type: none"> <li>◆ Medical treatment/exam</li> </ul> <p>d) <b><u>Not applicable:</u></b></p> <ul style="list-style-type: none"> <li>◆ Convene CPIT</li> <li>◆ Notify the District Attorney</li> <li>◆ Notify the CAC</li> </ul>

Allegation	Tasks
<p><b>14. <u>Educational neglect</u></b></p>	<p>a) <b>Required:</b></p> <ul style="list-style-type: none"> <li>◆ Interview parents/caretakers</li> <li>◆ Interview/observe child victim(s) and photograph <u>as needed</u></li> <li>◆ Contact reporter for more information</li> <li>◆ Interview witnesses, collaterals, and other adults in the home, professionals or agency staff</li> <li>◆ Home visit</li> <li>◆ DCS records check</li> </ul> <p>b) <b>Recommended:</b></p> <ul style="list-style-type: none"> <li>◆ Interview other children in the home</li> <li>◆ Other records check</li> <li>◆ Psychological evaluation</li> </ul> <p>c) <b>Not applicable:</b></p> <ul style="list-style-type: none"> <li>◆ Interview perpetrator if other than parent/caretaker</li> <li>◆ Site visit</li> <li>◆ Notify District Attorney</li> <li>◆ Convene CPIT</li> <li>◆ Notify CAC</li> </ul>