CHILD ABUSE/NEGLECT REPORT FORM (CA/N-1) INSTRUCTIONS

PURPOSE:

The initial CA/N-1 is used to report information from the Child Abuse and Neglect Hotline Unit (CANHU) to county office staff responsible for responding to the report/referral. These reports and referrals include child abuse/neglect, drug exposed infant crisis assessments, non-caretaker referrals, preventive service referrals, and mandated reporter referrals.

The initial CA/N-1 is used by county office staff to record findings of investigations and family assessments, which are then entered into the management information system.

NUMBER OF COPIES AND DISTRIBUTION:

The county office prints the CA/N-1 after receiving a CA/N alert from CANHU. The form provides information obtained by CANHU and is updated with investigation/family assessment findings by the county office staff person conducting the investigation or assessment within thirty days of receipt of the report. County office staff members are expected to fill in missing or unknown data and to correct inaccurate data contained in the initial report. The final CA/N-1 is filed in the record after reviewing for accuracy.

Copies may be printed at any time during the day.

REPORTS IN THE INFORMATION AND REFERRAL SYSTEM:

Included in the system are the following types of reports and referrals:

Child Abuse/Neglect Reports: These reports include information obtained that alleges a child has been abused or neglected.

"A" - Newborn Crisis Assessment: These referrals are conducted in response to reports from hospital personnel regarding newborns and/or mothers who they are concerned about, primarily due to a positive drug test of the mother or newborn. Prior to the newborn's release from the hospital, the county office completes an assessment of the family's needs and ability to provide safe care for the newborn.

"M" - Mandated Reporter Referrals: An "M" referral is sent to the appropriate county office any time a mandated reporter contacts CANHU or the county office regarding concerns about a family that do not fit the criteria for a Child Abuse/Neglect Report, but indicate the family may be in need of support or services. County office staff should contact the reporter to discuss possible responses to the family's needs.

"N" - Non-caretaker Referrals: These include adult and juvenile perpetrators who do not meet the statute's definition for those responsible for care, custody and control. County office staff should make referrals as appropriate within their county (to law enforcement or to the juvenile office).

"P" - Preventive Service Referrals: These referrals are requests from families for services, information on a family open for Family-Centered Services (FCS), or other types of information regarding families in need of support or services, but which do not meet the criteria for an abuse/neglect report.

"F" – Non-CA/N Related Child Fatality: These referrals are sent directly to the State Technical Assistance Team (STAT) when CANHU receives a report that a child fatality has occurred. The child death is not a result of child abuse or neglect. A courtesy copy of the CA/N-1 will be sent to the county in which the death occurred.

GENERAL INSTRUCTIONS:

The initial CA/N-1 is used to report information from the Child Abuse and Neglect Hotline Unit (CANHU) to county office staff responsible for responding to the report/referral. The initial CA/N-1 is used by county office staff to record findings of investigations and family assessments, which are then entered into the management information system. County office staff members are required by policy to complete certain actions on referrals received from the CANHU. County office staff members are required to enter any referral information into the CA/N-1 automated Referral system (AREF).

Name: All names will have a maximum number of allowable characters as follows:

first name	12 characters
middle initial	1 characters
last name	18 characters
suffix (e.g., Jr.)	3 characters

Address: Each address will have a maximum of allowable characters as follows:

1st line street address	23 characters
2nd line street address	23 characters
city	14 characters
state	2 characters
zip code	9 characters

Identifying Information for Participants (Victim/Children, Parent/Substitute, and Alleged Perpetrator(s): Identifying information consists of name, race, sex, date of birth, SSN, and address. If the name of a participant cannot be determined in the investigation/family assessment, the children's service worker may use the abbreviation "UNK" to signify "unknown." The other identifying data items, if unknown, should be filled in with the letter "U". All identifying information fields must have an entry if a FCS case is to be opened/reopened as a result of the investigation, family assessment or referral.

INSTRUCTIONS FOR COMPLETION:

The top right corner of the form states the report/referral number, revision date and the date and time the form was printed. It also includes a place for any special notices for staff. For example it may state "foster home" or "day care center" to alert staff to special circumstances.

INC NO (Incident Number): This field contains the 8 digit incident number automatically assigned by the system. The first two numbers identify the year the report was made to the CANHU. For referrals, the referral type letter will precede the first two digits (A, M, N, P, and F). The next two digits represent the day of the year followed by the number of the report/referral received by the CANHU. (EXAMPLE: "01254001" identifies this report was received in the year 2001, on the 254th day of the year, and was the first call received by the CANHU on that day. "M01254001" identifies this as a mandated reporter referral received in the year 2001, on the 254th day of the year, and was the first call received by the CANHU on that day.)

NOTE: The CANHU day begins at midnight.

EMERGENCY: This field designates if the report is an emergency.

INC (Incident) DATE: This field contains the date of the incident/referral. If the report involves ongoing neglect or abuse rather than a specific date of abuse or neglect, the date of the report to the agency will be entered.

ASSIGN CO (Assigned County): This field contains the Federal Information Processing Standards (FIPS) code of the county of assignment.

This is the number of the county that has been assigned the report/referral and 30-day update by CANHU. Field staff cannot update this number. If it is in error or the report is being transferred to another county, CANHU must be contacted in order to change the number. A code of 991 indicates that at least one participant is a Department of Social Services employee or immediate family member.

TO REP (Report): This field, entered by CANHU, designates if a report was sent "to" the county by CANHU or "from" the county to CANHU.

REPORT DATE AND TIME: These fields contain the date and time the report was made to the agency. If the report was made directly to the county instead of CANHU, the date and time the report was made to the county will have been entered in this section. Only CANHU can update these fields.

CANHU (Child Abuse and Neglect Hotline Unit) WORKER NUMBER AND NAME: This is the CANHU worker name and number entered by CANHU.

INITIAL (Report) DATE AND TIME: Enter the date and time the children's service worker makes face to face contact with the child(ren) named in the report. If multiple child(ren) are named in the report and face to face contact cannot be made with all of

the children, enter the date and time contact was made with at least one child. The date should be entered as MM/DD/YY. The time should be entered as hh/mm, a or p (indicating a.m. or p.m.). If the worker cannot see the child(ren) by the time a conclusion is made (within 30 days), the 24-hour date should be left blank.

On initial reports where Educational Neglect is the only reported allegation, the children's service worker may take up to 72 hours to make the initial, face to face contact with the child. Reports involving other descriptions of abuse/neglect or a report of educational neglect in combination with other abuse/neglect must be initiated within 24 hours.

In most cases when a conclusion of E (Unable to locate), G (Inappropriate report), H (Located out of state), or I (Home Schooling) is reached, there may be no face to face contact and the initial report date and time fields will be left blank.

CHLDREN'S SERVICE WORKER (Children's service worker Identification Number): Enter the five-digit worker ID number of the children's service worker conducting the investigation/ assessment. Use worker ID number 11111 for all reports that are conducted by the Juvenile Court. This is a required field for all conclusions. This field will be automatically populated when the children's service worker ID number is entered on the ATRU screen.

SUP ID (Supervisor Identification Number): The supervisor should review and approve the initial CA/N-1 and enter the five-digit supervisor worker ID number. This is a required field for all conclusions. This field will be automatically populated when the supervisor ID number is entered on the ATRU screen.

DELAYED CONTACT: Enter the one-letter code that indicates the reason the children's service worker did not make face to face contact with a victim within 24 hours. This field must be completed when the time of face to face contact is more than 24 hours from the CA/N Report time (72 hours for incidents involving educational neglect) or when no initial date and time is entered.

Code A should be used when the child is not found within 24 hours at the reported location or other locations and repeated face to face contacts were attempted. The number of attempted contacts shall be indicated in the comment section. This code should not be used for unable to locate conclusion.

Code B should be used when the face to face contact is delayed due to an incorrect or incomplete address or directions provided by the reporter or other sources.

Code C is used if it is determined that the worker was prevented from making face to face contact within the first 24 hours because of involvement in an emergency work-related situation.

Code D is used in the event a multidisciplinary team member, e.g., police officer or juvenile officer, receives a complaint and takes necessary action (including seeing the child) prior to making the report to the agency. The initial response (if any) will still be the time the worker made face to face contact

Code E should be used when a child is taken into protective custody and it is determined unnecessary or inappropriate to see the child within the first 24 hours.

Code F should be used when there is no 24-hour contact due to an incomplete investigation/assessment (Conclusion E, G, H or I).

Code G should be used when the only reported description is a form of educational neglect and the investigation was initiated within 72 hours. If contact was initiated after 72 hours, and the only description reported was a form of educational neglect, use another appropriate delayed contact code.

Code H should be used for reports screened as family assessments when safety of the child was determined within 24 hours without the worker having made actual face to face contact. When completing a family assessment, all children listed as victims on the CA/N-1 and all other children residing in the household must be seen within 72 hours.

Code Z – "Other" requires an entry in the Comments section to explain the reason.

HARASSMENT: This field is used to distinguish those reports that are found to be harassment. Enter a Y (for yes) if, after investigation/assessment, the worker determines that the report is harassment. Leave the field blank if the investigation/assessment determines that the report is not harassment.

(SDM) RISK ASSESSMENT: Enter the results of the SDM Risk Assessment from the Child Abuse and Neglect Investigation Summary (CA/N-4). The risk assessment field is required for all CA/N reports screened and completed as investigations/family assessments. The code is taken from the SDM Risk Assessment on the CPS-1. The codes include V for Very High, H for High, M for Moderate, and L for Low.

DELAYED CONCL (Conclusion): Enter one of the codes listed for a delayed conclusion (other than children's service worker delay) when a report cannot be concluded in 30 days. This code will appear on the Overdue/Delayed Conclusion Report.

Code A should be used when the investigator/family assessment worker has requested critical psychological/medical report or school records and have not received them prior to the 30 days completion time frame.

Code B should be used when the investigation is being completed by Juvenile Court personnel.

Code C should be used when the investigation is being co-investigated with law enforcement and can not be concluded within the 30-day completion time frame.

Code D should be used when the family refused to cooperate and the investigation/family assessment has been referred to the Juvenile Court.

Code E should be used when a courtesy request has been made to another county or state to interview the alleged victim(s) or alleged perpetrator(s).

Code F should be used when a report screening is switched during the investigation/family assessment.

Code G may only be used by the Out-of-Home Investigation (OHI) Unit when they have requested school action.

Code H may be used when critical family/collateral information is required before the family assessment may be concluded.

CONCL (Conclusion) Date: This is an inquiry field only. The conclusion date is entered on the ATRN (CA/N participant) screen, and will appear in this field as information only. Field staff can not enter the conclusion date in this field. The report is not complete until a conclusion is determined for an investigation/family assessment. This information should be entered only after all the other information about the household members is completed. If the report is referred for FCS at the time of conclusion, this will become the open date for FCS.

FAMILY SIZE: Enter in this field the family size of the household of the reported child(ren).

FAMILY CHARS (Characteristics): Enter the codes for the characteristics of the family as observed by the children's service worker. At least one code must be entered if the conclusion code is A (court adjudicated), B (preponderance of evidence), J (family assessment-services needed), K (family assessment-services needed-family declined), or L (family assessment-services needed-linked initial thirty days). A maximum of four codes may be entered.

SERVICES NEEDED: Enter in this field the code for each finding that describes the area(s) in which the worker believes the family needs or would benefit from services that led to a conclusion of "services needed" (J, K, L, M or N) in a family assessment. A maximum of six codes may be entered. This information is derived from the CPS-1, Result of CAN section under Family Assessment. These findings will not necessarily be related to the reporter's description. This field is left blank for reports screened as investigations, regardless of the investigation conclusion made. For reports with conclusion codes E, G, H or I, field staff should enter the code G – No Area of Services identified.

FAMILY-CENTERED ASSESSMENT STATUS: Enter the code that describes the disposition of the report.

Code A reflects the finding that no FCS will be opened. This code should *not* be used for an investigation conclusion A (court adjudicated), B (preponderance of evidence) or family assessment conclusion J (services needed) for the incident. This code should be used with family assessment conclusions K (no services needed), L (family uncooperative-child safe), M (services needed-linked initial 30 days) and N (services needed-family declined). Any combination of conclusion A, B or J and FCS Assessment Status A will elicit an on-line edit for correction as such a combination

reflects an inconsistency in coding. This edit will appear on the ATRN screen after conclusion code is entered.

Codes B through G reflect that a conclusion of court adjudicated or preponderance of evidence was found for one or more participants, but each code differs with respect to the disposition (to open or not to open FCS).

Use of Code B indicates that although a conclusion of court adjudicated, preponderance of evidence, unsubstantiated-preventive services indicated, or family assessment-services needed was made and services are to be provided, the automated system should not open a new FCS record (SS-63) because one is already open.

Codes C and D reflect the finding that although a conclusion of court adjudicated or Preponderance of evidence was found, there are specific reasons to not open FCS. Code C indicates the perpetrator was a childcare provider (includes baby-sitter), institutional staff, or school personnel (Relationship codes M, N, or O) or the perpetrator is no longer a threat to the child and the child is protected. The Administrative Review Report will include any incidents coded C in which a report is not opened when there is a status of preponderance of evidence and the relationship code of the perpetrator is other than M, N, or O. Code D (victim deceased, no child in home, case not open) is self-explanatory.

Codes E and F show that FCS is to be opened or reopened. These codes will cause an SS-63 to be generated by the automated system and sent to the children's service worker designated in the FCS Worker ID No. field (explained below). Code F differs from code E in that it reflects the reopening of closed FCS that was previously opened in the FCS automated system and thus already has a computer-assigned number. The automated system will complete a search for FCS case numbers for individuals identified as
parent 1. If there is no previous case number, a case number will be assigned and will appear in the INITIAL FCS CASE NO field.

NOTE: If FCS has been opened before, but was closed before 1983 (when the automated FCS system began assigning numbers), use code E rather than F.

Code G shows that a conclusion of court adjudicated or preponderance of evidence was found for a family that is currently receiving preventive services. Use of this code will automatically close preventive services and reopen it in the Family-Centered Service System with a reason of A - As a result of a CA/N investigation. The open date for reason A is based on the FCS open date. The first eight digits of the Case ID number which had been assigned to the preventive services family will be automatically populated in the Initial FCS Case Number field to reflect the case opening as a result of a CA/N.

NOTE: ***When FCS Assessment code of "G" is used, a subsequent case I.D. number will be assigned to reflect the conversion from a preventive to protective services case if:***

- ***the open initial FCS case was opened as Preventive Services case (open reason B,C, D), or***
- ***the initial FCS case was opened due to a referral (M,N).***

Codes H and I show that although a conclusion of unsubstantiated was found, the family has agreed to have a FCS case opened or reopened. These codes will cause a SS-63 to be generated by the automated system and sent to the children's service worker designated in the FCS Worker ID number field. The open reason on the SS-63 will be "B" - family requests preventive services.

Codes J and K indicate that a family assessment was conducted and services are needed and will be opened (J) or there is closed FCS case that will be reopened (K). The automated system will complete a search for FCS case numbers for individuals identified as parent 1. If there is no previous case number, a case number will be assigned and will appear in the INITIAL FCS CASE NO field (code J).

NOTE: ***If a FCS case has more than 9 reopens, field staff will need to enter an "E" code to reopen the case under the CA/N number. The automated system will only recognize 9 reopen case numbers.***

CASE MGR (Manager) ID: Enter the five-digit ID number of the children's service worker who is assigned to provide FCS. This field must be completed if the FCS Assessment Status Code is E, F, G, H, I, J, K, L, M or N. If the assignment has not been made by the time the CA/N-1 is completed, the ID number of a unit supervisor or designated staff member should be entered. In the event that FCS is to be opened in a county other than that of the children's service worker who handled the report, a telephone call to the receiving county should provide the ID number of the children's service worker, supervisor, or designated staff member who is to receive the FCS form (SS-63).

INITIAL FCS CASE NO (Number): The automated system will automatically populate this field with the initial FCS case number when the codes E, G, H, and J are entered in the FCS Assessment Status field. The automated system will also search all opened or closed cases for individuals identified as parent 1. In the event there is more than one case number, the automated system will select the *first* FCS case number that had been opened for parent 1. This case number will be populated in the Initial FCS Case No. field. The INITIAL FCS CASE Number will be a 9-digit number assigned by the computer. The first eight digits will be the incident number of the CA/N report that first caused FCS to be opened. The ninth digit will show the number of times FCS has been reopened.

FCS OPEN UPDATE: This field notes the date the FCS case was opened or re-opened. This date will most frequently be the same as the CA/N conclusion date. However, a different date may be entered if a FCS case is opened for services prior to the conclusion of the CA/N.

NOTE: ***The information in this field is used to open/reopen a FCS case. Information is stored temporarily and will not reappear when AUPD is closed.***

PARENT 1 FCS OPEN: The automated system will search for the most recent open case for individuals identified (DCN number) as parent 1.

PARENT 2 FCS OPEN: The automated system will search for the most recent open case for individuals identified (DCN number) as parent 2.

NOTE: ***Parent 1 and parent 2 can be identified as head of household in separate cases. These separate case numbers will be displayed in the appropriate parent field.***

COMMENTS: Enter up to 158 characters of objective information to clarify or augment coding on the form. This field must be completed for the following:

- Use of Conclusion "G" (Inappropriate Report);
- Use of Conclusion "H" (Located out-of-state) to indicate which state was contacted and when it was contacted;
- Use of Conclusion "I" (Home Schooling) to indicate the school district number;
- Identifying injuries that were not due to abuse or neglect;
- Explaining deletions of participants;
- Indicating the number of face to face contacts attempted when a victim was not seen within 24 hours of a report; or
- Usage of codes "Other".

NOTE: When codes of "Other" are used, there must be an explanation given in the Comments section to clearly explain what "Other" represents. The comments should explain exactly what the findings actually were.

HOUSEHOLD INFORMATION

HHLD CO (Household County): This field contains the FIPS county code of the household.

HHLD PHONE NO (Household Phone Number): This field contains the phone number of the household.

ADDRESSES:

H (Household): This field contains the street address, city, state, and zip code of the household residence. The household address is defined as the residence of the child(ren) and parent/substitute(s), at a minimum. If the minimum household

composition remains the same during the investigation/family assessment but the address changes, the children's service worker should update the address. However, if the family composition changes, as when a subject child goes to live with a relative, the children's service worker should retain the address initially reported rather than rearrange the participants to align with the child's new residence.

I (Incident): This field contains the street address, city, state, and zip code of the address at which the incident is reported to have occurred.

REPORTER:

PART NO (Participant Number): This field contains the code R (Reporter) that has been entered by CANHU and is used in the narrative. Additional reporters are coded R1 through R9 in the narrative only.

NAME, ADDRESS, COUNTY AND TELEPHONE: These fields contain the name, street address, city, state, zip code, phone number (both home and work), and FIPS county code of the reporter. Space has been provided to include additional/alternative contact numbers, cell phone and pager numbers in which reporters may be contacted. If the reporter did not give his name, "Anon" is entered in the first name field while the last name field is left blank.

OCCUP (Occupation): This field contains the occupation code of the mandated reporter. The code "U" is entered if unknown or for a permissive reporter. If the worker knows the reporter occupation, even if the reporter is claiming anonymity, the children's service worker should enter the correct occupation.

ACTION: This field contains the code(s) for the action(s) taken by the reporter. It is left blank if unknown or no reporter action has been taken.

REPORT DATE/TIME: This field contains the date and time the reporter gave the information to CANHU or to the county office if the reporter called the county.

VICTIM/CHILD:

This section lists the victim(s) and each perpetrator(s) identified on the report. Each victim is listed using the participation number. Under each victim, each of the perpetrators is listed. Staff members must enter the conclusion of the investigation for each victim as it relates to each perpetrator identified in the report. Substantiated findings (conclusion codes A and B) require staff members to enter the Worker's Findings (Findings for the Victim), a conclusion code (CONC) and a severity code (SEV). For unsubstantiated conclusions only the conclusion code is required.

Note: If additional information becomes available during or after the investigation/family assessment, the new information should be updated in the CA/N System.

PART NO (Participant Number): This field contains the codes A through E (Victims) that have been entered by CANHU and are used in the narrative.

DCN: This field contains, if available, the Departmental Client Number (DCN) of the victim(s) and household member(s).

NAME: This field contains the names of the subject child(ren) and all other children in the household. If the child has an alias, the alias should be listed on the same line and enclosed in parentheses. If the name is incorrect, staff should ensure that the name is accurate and is corrected in the CA/N system.

Children who are not listed as victims should be listed as household members.

NOTE: Household members will appear on the APER screen only and not on the ATRN screen.

If the initial report listed a subject child who was not a member of the household at the time of the report, the child should be deleted from the report.

R (Race): This field contains the code for the race of the victim/child.

S (Sex): This field contains the code for the sex of the victim/child.

DOB (Date of Birth): This field contains the date of birth of the child. If the reporter estimates an age and no birth date are found, CANHU will enter the age in this field.

SSN (Social Security Number): This field contains the Social Security number for each child.

NOTE: For household members, the following information should not be reported: reporter's description, category of abuse/neglect, worker's findings, severity, conclusion, or relationship. Persons 18 years and older should be entered as significant others.

DATE OF DEATH: This field contains the date of death of the child.

MANNER OF DEATH: This field contains one code for manner of death.

NOTE: Staff with update capability may update both the date and manner of death.

The children's service worker should communicate with the Children's Division staff representative on the Child Fatality Review Panel to determine how the coroner/medical examiner will code the death certificate regarding the manner of death.

SAFE Number: Enter the six (6) digit pre-printed number at the top of page one on the SAFE CARE form (located across from the words - MEDICAL EXAMINATION). If the number is less than six digits, enter zeros (0) preceding the number.

SAFE CARE NUMBER: Enter the six (6) digit pre-printed number at the top of page one on the SAFE CARE form (located across from the words MEDICAL EXAMINATION). If the number is less than six digits, enter zeroes preceding the number.

MEDICAL EXAM: Enter a Y if a medical exam was completed by a health care provider, regardless of whether this was a SAFE-CARE exam. Enter an N if no exam was completed.

LAW ENFORCEMENT CONTACT INFORMATION:

NOTE: This is a mandatory field for all reports screened as an investigation. Law Enforcement contact information is to be entered on the ATRN screen.

LAW ENFORCEMENT CONTACTED (DATE/TIME): Field staff must enter the date and time law enforcement was contacted informing of a report screened as an investigation. This contact is to be made "immediately" upon receipt of a report screened locally as an investigation.

LAW ENFORCEMENT INVOLVEMENT: This is a one digit field in which an "A" – Assist, is to be entered to indicate whether law enforcement assisted field staff in the investigation process. To assist field staff, law enforcement are not active in the investigation/family assessment process and are not pursuant of the collection of forensic evidence for criminal prosecution purposes. By assisting field staff, law enforcement may be present during an interview to ensure the safety of field staff. The code "C" – Co-investigate, is to be entered to indicate whether law enforcement actively participated in the investigation with field staff. This may include participation in interviewing individuals named in the report as well as the collection of forensic evidence for possible criminal prosecution purposes. The code "N" – None, should be entered to indicate no law enforcement involvement. Field staff must enter this information on the ATRN screen. This is an optional field for reports screened as family assessments.

WRITTEN DENIAL TO ASSIST RECEIVED: This is a one digit field in which a "Y" – Yes, or "N" – No, is to be entered indicating written notification was received from law enforcement explaining reason why they are unable to assist.

VICTIM/PERPETRATOR INFORMATION:

The next section lists each perpetrator for each victim listed in the report. The perpetrator names are indented on the form. Additional information on each perpetrator (i.e., address) is found in the Perpetrator section of the form.

FINDINGS FOR THE VICTIM – Enter in this field the code for each finding of abuse or neglect determined in the investigation. The finding will not necessarily be the same as the reporter's description. This field contains space for up to 10 worker findings. This field should only be completed for investigations where the findings of abuse/neglect are

substantiated (conclusion codes A or B). This field is left blank for all other conclusions as well as for all family assessments.

CONC (Conclusion): Enter in this field the code for the conclusion determined in the investigation/family assessment. One code will be entered for each perpetrator for the victim. When court adjudication occurs, staff should update the CA/N system to reflect conclusion "A" - Court Adjudicated.

NOTE: There must be at least one court adjudicated or preponderance of evidence victim if there is a court adjudicated or preponderance of evidence perpetrator.

SEV (Severity): Enter in this field the code for the severity of the abuse and neglect as found in the investigation for each perpetrator. This field is left blank for reports screened as family assessments. Since there is only one severity code and as many as four categories possible, the severity code should be entered for the most severe of the findings.

EM (Emergency): This field is used to distinguish those subject children who require emergency or immediate action from those who do not. Enter a Y (for Yes) if investigation/family assessment found that emergency criteria existed when the response was initiated. Enter an N (for No) if investigation/ family assessment found that the child was not in immediate danger or that emergency action was not required. Either Y or N must be entered for each child.

NOTE: CANHU will make an emergency determination based on the entire report. This will appear on the AUPD screen and at the top of the initial CA/N-1. County staff cannot update this field.

REPORTER DESCRIPTIONS: This field contains the code(s) for the description given by the reporter to CANHU. At least one code will be entered in this space. A maximum of five codes may be entered for each child.

REL (Relationship) CODES: Enter in this field the code for the relationship of each of the following participants to each victim: reporter (R), parent (1), parent (2), alleged perpetrator (3), alleged perpetrator (4), and significant other (5) and (6).

DRUG EXPOS (Infant Drug Exposure): Enter in this field a code for infant drug exposure. This is a mandatory field for all "A" (Newborn Crisis Assessment) Referrals. This field is optional for all other referrals or reports.

DRUG EXPOS (Mother of Drug Exposed Infant): Enter in this field a code for mother of drug exposed infant. This is a mandatory field for all "A" (Newborn Crisis Assessment) Referrals. This field is optional for all other referrals or reports.

NOTE: To provide more accurate information regarding drug exposed infants and their mothers, fields that are left blank will automatically be coded as "Y" – Unknown.

NOTE: When entering information regarding Non-drug Exposed Infant Referrals, field staff should enter a "Y" – Unknown, in each drug exposed infant field unless documentation indicates exposure.

CATEGORY AN (of Abuse/Neglect): This information is no longer required and will be derived based on the worker findings entered into the CA/N system. After entry, these categories will be displayed in the system and printed on subsequent CA/N-1 forms.

PARENT(S)/SUBSTITUTES(S):

NOTE: If additional information becomes available during or after the investigation/family assessment, the new information should be updated in the CA/N System.

PART NO (Participant Number): This field contains codes 1 and 2 (Parent/Substitute) that have been entered by CANHU and are used in the narrative.

DCN: This field contains, if available, the Departmental Client Number (DCN) of the parent/substitute.

NAME: This field contains the name(s) of the parent(s)/ substitute(s) in the household. Biological parents not residing in the household and not listed either as reporter or as alleged perpetrator should be entered as significant others. If the parent/substitute has an alias, the alias should be listed on the same line and enclosed in parentheses.

The parent/substitute who is coded number 1 will be shown as the Case Name for the FCS if the Conclusion code is A - court adjudicated, B - preponderance of evidence, C - unsubstantiated - preventive services indicated, or J - family assessment - services needed, and the family is referred to a children's service worker for FCS.

R (Race): This field contains the code for the race of the parent/substitute.

S (Sex): This field contains the code for the sex of the parent/ substitute.

DOB (Date of Birth): This field contains the date of birth of the parent/substitute. If the reporter estimates an age and no birth date is found, CANHU will enter the age in this field.

SSN (Social Security Number): This field contains the social security number of the parent/substitute.

EMP (Employment): Enter in this field the code for the employment status of the parent/substitute.

P/S REL (Parent/Substitute Relationship): Enter in this field the code for the relationship of the parent/substitute to the other parent/substitute in the home. Leave blank if there is only one parent/substitute in the home.

MAR STAT (Marital Status): Enter in this field the code for the marital status of the parent/substitute.

ALLEGED PERPETRATOR(S):

NOTE: If additional information becomes available during or after the investigation/family assessment, the new information should be updated in the CA/N System.

NOTE: The conclusion code for the perpetrator is entered under the victim/child information section.

PART NO (Participant Number): This field contains codes 3 and 4 (alleged perpetrator) that has been entered by CANHU and is used in the narrative.

DCN: This field contains, if available, the Departmental Client Number (DCN) of the alleged perpetrator.

NAME: This field contains the name of the alleged perpetrator. If the alleged perpetrator has an alias, the alias should be listed on the same line and enclosed in parentheses. Alleged perpetrators should not be deleted from nor left off a completed report. Rather, a conclusion should be determined for each alleged perpetrator.

R (Race): This field contains the code for the race of the alleged perpetrator.

S (Sex): This field contains the code for the sex of the alleged perpetrator.

DOB (Date of Birth): This field contains the date of birth of the alleged perpetrator. If the reporter estimates an age and no birth date is found, CANHU will enter the age in this field.

SSN (Social Security Number): This field contains the Social Security number of the alleged perpetrator.

ADDRESS AND PHONE: This field contains the street address, city, state, zip code, FIPS county code, and phone number of the alleged perpetrator who is listed. If the information is the same as household address, enter "HHLD." If the information is the same as the incident address, enter "INC." If there is more than one alleged perpetrator, the same type of information should be entered for each alleged perpetrator.

PERP CHARS (Perpetrator Characteristics): Enter in this field the codes for the characteristics of the perpetrator(s) as observed by the investigative worker. At least one code must be entered if the conclusion code is A (Court adjudicated) or B (preponderance of evidence). A maximum of four codes may be entered.

SIGNIFICANT OTHER(S):

NOTE: If additional information becomes available during or after the investigation/family assessment, the new information should be updated in the CA/N System.

PART NO (Participant Number): This field contains codes 5 and 6 (significant others) that have been entered by CANHU and are used in the narrative.

NAME: This field contains the name of any other person who is significant to the family or the incident. Household members age 18 and over should be entered here. Biological parents of the child(ren) not listed elsewhere in the report should be listed here.

ADDRESS: This field contains the street address, city, state and zip code of the significant other. If the information is the same as the household address, enter "HHLD." If the information is the same as the incident address, enter "INC."

PHONE: This field contains the telephone number of the significant other.

TEMPORARY INFORMATION:

Temporary Information contained only on the initial CA/N-1 will be purged from the system 30 days after a conclusion date is entered. Narrative information, however, will be retained in the automated system and will follow the expungement criteria as the report.

NARRATIVE: This field contains the concerns reported to CANHU. If portions of the Initial CA/N-1 are used in place of portions of the CA/N-4 (particularly the section containing concerns), the Initial CA/N-1 should be retained.

DIRECTIONS TO HHLD (Household): This field contains any necessary directions to the home.

DANGEROUS WEAPONS, DRUG/ALCOHOL, VICIOUS ANIMALS, AND HHLD (HOUSEHOLD) VIOLENCE: CANHU will enter a Y, N, or U in each field to designate yes, no, or unknown.

COMPUTER CHECK AND STATUS: This field contains computer checks to determine participation and status in other systems. Other systems include: Income Maintenance, Food Stamps, FCS, and the Alternative Care System. The status will show if the family is open, closed, rejected, in application status or if no participation was found.

COMMENTS: This field allows CANHU to add any special comments pertaining to the computer check and status.

FCS CASE MANAGER ID AND NAME: These fields are entered by CANHU and contain the worker name and ID number for open FCS.

INCIDENT COUNTY: This field contains the FIPS county code where the investigation/family assessment is taking place, including code "777" - Out of Home Investigation (OHI) Unit. When a number is entered, the county will receive a courtesy alert stating this is an OHI investigation. The county does not need to take action. The incident number will not appear on the county log. For Non-CA/N Child Fatality reports, the incident county will be noted as 555 to indicate the report was sent to STAT.

INCIDENT PHONE NUMBER: This field contains the phone number of the incident address, if it is different than the household address phone number. This is entered by CANHU.

CA/N PRIORS: This field lists prior reports of child abuse/neglect. Information accepted as referrals (A, M, N, P and F) will also be noted.

SUPERVISOR SIGNATURE AND TITLE: Enter the signature and title of the supervisor reviewing the CA/N-1.

ADDITIONAL SPECIAL INSTRUCTIONS:

Duplicate Reports for Same Incident: CA/N reports that meet all of the following criteria will be considered duplicate reports:

- Involves a specific incident;
- Incidents occurred on the same date;
- Contains the same basic allegations;
- Includes the same participants – victim(s), parent(s), and alleged perpetrator(s);

The Hotline Unit will continue to combine duplicate reports received within 24 hours of the initial report. For those received more than 24 hours after the report and determined to meet all of the criteria listed above, county staff will take the following action:

- Document the decision on the duplicate report CA/N-1, including the initial report incident number. The incident number to be retained is that which represents the earliest report. This will usually be the lowest number.
- Transfer any new information from the duplicate report to the initial report, including reporter's name, if known.
- Following a review of the documentation with the Social Services Supervisor, the supervisor will sign off on both the initial CA/N-1 and the duplicate report CA/N-1, indicating approval.
- The county office will then request that the Hotline Unit delete the duplicate report. Written notification will be submitted to the Hotline Unit documenting the request. Documentation will include the incident number to be retained, as well as the incident number to be deleted.
- Place the duplicate report CA/N-1 and a copy of the notification submitted to in the initial incident file following completion of the above steps.

NOTE: The county must notify CANHU to have duplicate reports deleted from the system.

In some cases, a mandated reporter may report an incident that has already been investigated/assessed by the division. CANHU will in some cases screen out incidents already reported, but frequently the reporter will not know if the incident was previously investigated/assessed. If the incident is the same as the previous report (regardless if it was completed several months or years previously), staff should use the above procedure and also document in the record the receipt of the subsequent report. Documentation is necessary to verify the mandated reporter had fulfilled their reporting requirements.

Deleting Information on a CA/N Incident: When deleting information on an incident, use a dash (-). If a two (2) character field and only one character is entered, use two dashes (--). For example, when deleting B (bruises) on worker findings, this is a two-character field and two dashes (--) must be entered.

MEMORANDA HISTORY: CS87-111, CS90-26, CS94-45, CS95-59, CS00-13, CS00-29, CS02-10, CD04-