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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 95 LCM-13

Date: February 15, 1995

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: SCR Jurisdictional Assignment: Investigative/Supportive  
Districts

ATTACHMENTS: Attachment A- Revised Policy for Multi-District Juris-  
diction for the Investigation of Child Protective Service  
Reports (available on line)

Attachment A is the revised policy for local district investigation of reports involving more than one district. It is not currently in the Child Protective Services Manual but will be included in the soon to be released CPS Manual Update 95-1.

The policy was revised to respond to district concerns that the current construct used by the State Central Register (SCR) for assigning jurisdictional responsibility in situations involving multiple districts was problematic. This revised framework is consistent with Article 10 of the Family Court Act venue requirements.

The SCR will start assigning responsibility according to the revised policy on March 1, 1995.

If you have any questions concerning the new procedure for SCR assignment of jurisdictional responsibility contact, Renee Hallock, SCR County Response at (518) 474-4726 or User ID: 90A322. If you have any policy related questions contact the appropriate regional office:

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|---|----------------|
| Syracuse Regional Office, Jack Klump, 315-423-1200      | USER ID 89W005 |
| Rochester Regional Office, Linda Kurtz, 716-238-8201    | USER ID 0FH010 |
| Albany Regional Office, Bill Dorr, 518-432-2751         | USER ID AV4260 |
| Metropolitan Regional Office, Fred Cantlo, 212-383-1788 | USER ID 0FG010 |
| Buffalo Regional Office, Linda Brown, 716-847-3145      | USER ID 89D421 |

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Anona Joseph  
Acting Deputy Commissioner  
Division of Services and Community  
Development

CHILD PROTECTIVE SERVICES

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M. MULTI DISTRICT JURISDICTION

Occasionally a child protective report may require intervention from more than one district. There are many situations that may require the SCR to assign two or more districts to jointly investigate and protect children named in a report. Possible case circumstances include:

- . child(ren) alleged to be abused or maltreated are in one district and the subject of the report is in another district;
- . an incident takes place in a district different from where the family resides, and the subjects and/or reported children are located in the other district at the time of the report.
- . alleged abused or maltreated children in a family are in different localities,
- . subjects of the report reside in different districts.

When two (or more) districts' CPS units are involved with a CPS report, it is important that both CPS units assume a fundamental responsibility to assure the safety and protection of the children in the case. The SCR will transmit the report to the districts involved and assign appropriate responsibility as defined by the policy below. However, while this policy is intended to clarify areas of cooperation and paperwork, it is not intended to signify that one district has a lesser degree of responsibility than another district to protect the children in the report. On the contrary, this policy emphasizes the shared responsibility and accountability of each district in these multi-district jurisdiction cases.

1. SCR Assignment of Responsibility

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The SCR will assign investigative responsibility to the district where the child(ren) named in the report resides. This district will be called the Investigative District (ID).

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Supportive responsibility will be assigned to the district where the child(ren) is temporarily located or where subjects of the report (perpetrators) or other persons named in the report reside or are located at the time of the report. This district will be labeled the Supportive District (SD). For foster family home reports: ID will be assigned to the district where the foster home is located when the foster parent(s) are named the subject of the report even when the child named is in the care and custody of a different social services district. In such instances, the district with care and custody will be assigned SD; ID will be assigned to the district that has care and custody and where the child's family resides when a child protective report is received involving the child's family but the child in foster care is physically placed in a different social services district. In such instances, the social service district where the foster home is located will be assigned SD.

Most reports received at the SCR result in only one district being assigned investigative responsibility. However, situations occur where a local district while solely conducting an investigation will determine that it is necessary that another district should become involved in the investigation as a supportive district. In such instances, the ID should contact the SCR county line unit and request that a particular district be assigned SD responsibility.

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2. Investigative and Supportive District Responsibilities

a) General

Both the ID and SD are responsible for fulfilling the statutory and regulatory requirements for responding to a report of suspected child abuse or maltreatment including, when necessary, initiating Family Court Article 10 proceedings, (see Investigation/Assessment IVD and Family Court Proceedings IVJ).

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Local districts assigned responsibility for reports involving more than one district will share equal responsibility in responding to the report. In most instances, this will mean that each district will focus on those individuals listed in the report who are physically located in its district. When the authority of the Family Court is necessary to effect protective measures then the Family Court provisions concerning venue should be followed.

b) Specific Responsibilities

i) Investigative District - The ID is responsible for providing overall coordination for the case. At the initiation of the investigation phase, it is necessary for the ID to communicate to the SD what action is necessary for each district to complete in order to effectively conduct the investigation and assess whether the child(ren) physically located in the ID and SD are in immediate danger of serious harm.

Following the initiation of the investigation, the ID is responsible for:

- . making a determination of what interventions are necessary to ensure the child(ren)'s safety;
- . providing each subject and other adults listed in the report written notice of existence of report and of the subject(s)' right in regard to amendment and expungement;
- . completing the Preliminary Assessment of Safety (PAS) within seven days of the oral report;
- . completing the Preliminary Report of Investigation (PRI) and transmitting it to the SCR within seven days of the oral report;

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- . gathering information/evidence, including information from the SD, in order to determine within 60 days of receipt of the report whether the report is indicated or unfounded. Once the determination is made, the worker must complete the Sequence Determination Report (SDR), have it reviewed and approved by the supervisor and transmitted to the SCR.
- . assessing risk of future maltreatment to child(ren);
- . taking action necessary to fulfill statutory and regulatory standards for delivery of child protective services.

ii) Supportive District - the SD is responsible for cooperating with the ID and assisting the ID in responding to a report of suspected child abuse or maltreatment. This assistance means the SD is responsible for:

- . following the direction given by the ID in taking whatever action is necessary to initiate an investigation;
- . Assuring the immediate and on-going safety of the children named in the report. (It may not always be possible to coordinate with the ID prior to assessing and if necessary taking action to assure immediate safety).
- . help in making a determination of Preliminary Assessment of Safety if children are to remain in the same home environment; informing the ID about the status of the child; and depending upon the situation take necessary action to ensure the child(ren)'s safety, including family court action;
- . furnishing the ID with all information/evidence gathered during the investigation to assist the ID in making a report determination.
- . providing ongoing support to the ID while the case is open for services as defined/requested by the ID.

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3. Case Transfers

The Investigative District may change at any time both the ID and SD both agree that the case would be more appropriately served by such a change. The ID seeking to transfer the case must complete a transfer request narrative(TRQ) addressing the elements contained in the transfer section of this Manual and submit or transmit to the SCR (See Guidelines for Case Transfers VIII M1 - VIII M3.).