

COMPLETING CASE FINDINGS

The PPS 2011 is completed in KIDS for all substantiated, third party and facility case findings. For unsubstantiated case findings, information is completed on the PPS 2011 and the Assessment Map in the Guided Practice App (GPA); below is an outline of the requirements for completing the case finding.

Section I of the PPS 2011 shall be completed for all substantiated and unsubstantiated case findings.

__ A. **Alleged Victim's Name:** Enter only the name(s) of the alleged victim(s) from the PPS 1000.

NOTE: Any child not identified as alleged victim at the time of the report but was later discovered to be an alleged victim must be added to the PPS 1000.

__ B. **Alleged Victim Finding:** Enter the finding code associated with one allegation type for a victim. A finding code must be completed for each assigned report type associated with a child alleged to have been a victim in the report. If there is more than one allegation associated with a child, additional lines should be used to record those victim findings.

__ C. **Finding Type:** Enter the code for the finding type. A finding type should be entered for each allegation associated with a child. If there is more than one allegation associated with a child, additional lines should be used to record those victim findings.

__ D. **Injury Type:** Enter the code which most closely describes the alleged victim(s) injury. AS A RESULT of abuse/neglect. If more than one injury applies, choose the most serious.

__ E. **Degree of Injury [Severity Code]:** Enter the degree of injury entered in column D.

__ F. **Alleged Perpetrators Relationship to alleged victim:** Enter the relationship of the alleged or substantiated perpetrator to the alleged victim by entering the number of the alleged perpetrator from Section II, A in the first box, and the code that describes the relationship of the alleged perpetrator to the alleged victim in the second box.

Section II of the PPS 2011 shall be completed for all substantiated and unsubstantiated case findings.

__ A. **Alleged Perpetrator's Name:** Enter each person listed on the PPS 1000 as an alleged perpetrator.

NOTE: Any person not identified as an alleged perpetrator at the time of the report but who was discovered to be an alleged perpetrator during the course of the assessment, is to be added to the PPS 1000.

__ B. **Alleged Perpetrator's Finding:** Enter the finding code for the alleged perpetrator.

__ C. **Finding Type:** Enter the code for the finding type. If more than one applies choose the most serious.

NOTE: D and E are completed only if the alleged incident occurred in a facility.

__ D. **Facility Type:** If the abuse or neglect is alleged to have occurred in a facility subject to licensing, enter the code for facility type.

__ E. **Relationship to Facility:** If an entry is made in D., enter the code for the perpetrator's relationship to the facility.

Section III of the PPS 2011 shall be completed for all substantiated and unsubstantiated case findings.

__ **Report to County or District Attorney related to CINC Proceeding:** Check "Yes" or "No". If Yes, indicate which recommendation was made regarding CINC proceeding and enter the date sent to the County or District Attorney. If no recommendation was made regarding CINC proceeding, but a report was sent to the CA\DA, select "no recommendation".

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Section IV

- **Date of Finding on the PPS 2011 (Shall be completed for all substantiated and unsubstantiated case findings):**
Enter the date of finding, which is the date the CPS Specialist and the supervisor staffed the case to determine the finding decision.
- **Basis for Finding and Rationale**
 - The basis for finding and rationale shall be documented on the PPS 2011 in KIDS for all third party, facility, and substantiated case findings.
 - The basis for finding shall be documented throughout the Assessment Map in the GPA for unsubstantiated case findings. The PPS 2011 in KIDS shall state "See Assessment Map".
 - The rationale shall be documented in the rationale section of the Assessment Map in GPA for unsubstantiated case findings.
 - Enter the rationale on which the case finding decision is based, the "why" of the finding decision as related to the specific facts considered from the investigation.
 - If the case finding differs from the original report allegation, explain here (for example, report is lack of supervision (runaway), finding is substantiated sexual abuse.)
 - If the investigation was delayed and case finding exceeds 30 working days from date of acceptance, explain here.
 - If basis for finding and rationale are drafted by a Child Protective Investigator, CPS Specialist and supervisor need to review, approve, and sign.

☆ Practice Note:

This is a critical field. Discussion of decision reasoning recorded here must be understandable to an outside reviewer (e.g. Administrative hearing officer). The "Basis for Finding" must include the rationale used to reach the finding. This includes addressing ALL allegations from the PPS 1002. Initial Assessment and facts resulting from the investigation.

Section V of the PPS 2011 shall be completed for all substantiated and unsubstantiated case findings.

- **Signature of Supervisor:** Enter signature and date of signature electronically in the KIDS application. The case finding is not complete until the supervisor signs and dates electronically.

Note: If the supervisor does not sign and date, a finding has not been made.
- **Signature of CPS Specialist:** Enter signature and date electronically in the KIDS application.