

NOTICE OF DEPARTMENT FINDINGS INSTRUCTIONS

Child's name	Allegation	Finding	Alleged Perpetrator OR Substantiated Perpetrator *
ENTER Child's name Enter first name and last name if necessary	ENTER Physical Abuse Physical Neglect Sexual Abuse Lack of Supervision Emotional Abuse Medical Neglect Abandonment	ENTER Unsubstantiated Affirmed Or Substantiated	ENTER Alleged perpetrator or Substantiated perpetrator's name

***NOTE TO THE AFFIRMED PERPETRATOR: An Affirmed case finding does not result in the perpetrator's name being placed on the Kansas Child Abuse/Neglect Central Registry. Affirmed Perpetrators have the opportunity to appeal the Kansas Department for Children and Families (DCF) findings. See reverse side for additional information.**

***NOTE TO SUBSTANTIATED PERPETRATORS: Substantiated Perpetrators have the opportunity to appeal agency findings. If a substantiated perpetrator does not appeal or the appeal is unsuccessful, the substantiated perpetrator's name will be placed on the Kansas Child Abuse/Neglect Central Registry. Persons whose names appear on the Central Registry are not permitted by law to work, reside, or regularly volunteer in child care homes or facilities licensed or regulated by the Kansas Department for Health and Environment (KDHE) or the Kansas Department for Children and Families (DCF) Foster Care and Residential Facility Licensing. A substantiated finding may affect a substantiated perpetrator's current employment status in a child care or residential facility licensed or regulated by the KDHE or DCF Foster Care and Residential Facility Licensing and such person's ability to obtain employment in the future. See reverse side for additional information.**

- If the allegation type and case finding decision is the same for all children. All the children can be entered on the same line.
- Insert and delete lines as needed to customize the notice.

Recommendations:	<input type="checkbox"/> NO	<input type="checkbox"/> YES For: <input type="checkbox"/> Family <input type="checkbox"/> KDHE regarding facility reports	Document Recommendations:
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- Check either "Yes" or "No" to indicate whether services are recommended.
- If "Yes" check whether "Family" case; or "KDHE" facility case.
- Document recommendations, any information or resources for family to obtain the services, including information regarding services available from DCF or other community agencies.
- If services are recommend, a full risk assessment PPS 2030D is required

Is case finding substantiated or affirmed with a child under the age of three?	<input type="checkbox"/> Yes <input type="checkbox"/> No	YES If yes, a referral to Infant-Toddler Services shall be completed.
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- Check whether report is substantiated or affirmed with a child under the age of three.
- If "Yes", a referral shall be made to Infant-Toddler Services per PPM 2543.

Basis of Decision:

- If the case finding is unsubstantiated, the "Basis of Decision" section shall include only the following statement; "Facts and circumstances do not support a substantiated finding by clear and convincing evidence."
- If the case finding decision is substantiated or affirmed, the notice should also include:
 1. Date of report
 2. Use of language indicating the standard of evidence being preponderance
 3. A specific reason for the Department's finding decision

Distribution: An in the box indicates persons receiving a copy of this notice.

<input type="checkbox"/> Parents/caregiver of child	<input type="checkbox"/> Alleged perpetrator	<input type="checkbox"/> File
<input type="checkbox"/> Contractor providing services	<input type="checkbox"/> Director of facility	<input type="checkbox"/> Child
<input type="checkbox"/> KDHE	<input type="checkbox"/> Regional Mental Health Field Staff	<input type="checkbox"/> Child placing agency or Foster home
<input type="checkbox"/> KDOC-JS	<input type="checkbox"/> DCF Foster Care and Residential Facility Licensing	<input type="checkbox"/> KDADS
		<input type="checkbox"/> DCF Child Care Provider Manager

- The same copy can be sent to all parties as appropriate. Each notice may be addressed to the individual receiving the notice. Please indicate on the copy file who receives a copy of the notice.
- PPM 2541 provides circumstances where separate notices may be indicated.

