

Supplemental Summary of Prevention and Protection Services Policy and Procedure Manual Changes

July 2025

Introduction

This supplemental summary of change includes substantial changes prompted by Kansas House Bill 2075.

The Summary of Prevention and Protection Services (PPS) Policy and Procedure Manual Changes provides a list of policies, forms, and appendices with explanations for the PPS substantial policy revisions and clarifications for July 2025. These policy revisions are effective July 2025.

Definitions

Substantial Changes: Substantial Changes to policy, forms, and appendices include revisions affecting the meaning or involves a change to practice.

Clarifications: Clarifications to policy include revisions to improve clarity or style.



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Substantial Changes

Reports from Law Enforcement

List of Policies, Forms, and Appendices involved in this revision:

- 1230 Reports From Law Enforcement Agencies
- 1301 Initial Assessment by the Protection Report Center
- 1310 Criteria for Determining No Further PPS Action Needed
- 1320 Preliminary Inquiry
- 1352 Non-Family Unregulated Care Giver Third Party Reports Referred to Law Enforcement
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- 2310 Immediate Safety Determination

What prompted this revision?

Kansas House Bill 2075 changed K.S.A. 38-2231 so that DCF shall initiate an investigation of abuse or neglect within 24 hours of a report from law enforcement.

Brief description of the revision:

KPRC policy added new language and direction on receiving and not assigning law enforcement reports per HB 2075. Child Protection Specialists or Child Protection Investigators will make two attempts to determine the safety of the alleged victim within 24 hours of the time a report from law enforcement was received at KPRC. They will also respond the law enforcement within 24 hours of that contact.

What is the anticipated impact to practice?

KPRC staff will receive and assign reports from law enforcement per changes from HB 2075. Child Protection Specialists and Child Protection Investigators will make weekend and holiday safety determinations. They will also have a new timeframe for responding to law enforcement reports during the work week.

Drafts of Substantial Changes

See following pages.

1230 Reports From Law Enforcement Agencies

Law enforcement agencies are authorized and required by statute to "receive and investigate reports of child abuse or neglect for the purpose of determining whether the report is valid and whether action is required to protect a child" [K.S.A. 38-2226(a)] and to report the investigation to **Department for Children and Families (DCF)** [K.S.A. 38-2223(c)]. DCF may and should accept conclusions of a law enforcement officer at face value unless there is evidence to do so would jeopardize the safety of a child.

Effective July 1, 2025, K.S.A. 38-2231(d) requires the Secretary of the Department for DCF to provide an electronic method for law enforcement officers to refer a child(ren) who may be victims of abuse or neglect. Upon receiving a referral, the Secretary must initiate an investigation within 24 hours and make contact with the individuals involved. Within 24 hours of that contact, the Secretary must also provide the referring law enforcement agency with an update on the status of the investigation.

~~When a report is received from law enforcement, the department determines if further assessment is needed even if the law enforcement agency has already acted on the report. The same criteria for assessing DCF action applies to reports from a law enforcement agency as from any other source.~~

~~When the report involves a third party (non-family/unregulated caregiver) refer to PPM 1352.~~

When a report is received from law enforcement by telephone, DCF staff shall gather information per PPM 1200, request a case number, and any action taken by the law enforcement agency.

The following criteria shall be used when assessing reports from law enforcement:

A. Abuse or Neglect

1. If the report alleges abuse or neglect, the report shall be placed in the law enforcement queue in KIPS and have an initial assessment decision of assigned for further assessment unless PPM 1310(A) applies.
2. When the report is received from law enforcement and involves a third party (non-family/unregulated caregiver) preliminary inquiry is not necessary. The report shall have the initial assessment decision of assigned for further assessment unless PPM 1310(A) applies.
3. If the report does not meet criteria for abuse or neglect per PPM 1310 (A), assess for non-abuse or neglect concerns (Family in Need of Assessment (FINA)) and follow B (1) or (2).

B. Non-Abuse or Neglect

1. If the report meets criteria for FINA and there are no concerns for abuse or neglect, or the abuse or neglect concerns do not meet criteria for further assessment, the report shall be placed in the law enforcement queue in KIPS with an initial assessment decision of assigned for further assessment.

2. If the report does not meet criteria for FINA or abuse or neglect, the report shall be placed in the law enforcement queue in KIPS and have an initial assessment of not assigned for further assessment.

~~C. When the report involves a third party (non-family/unregulated caregiver) refer to PPM 1352.~~

~~When a report is received from law enforcement by telephone, DCF staff shall gather information per PPM 1200, request a case number, and any action taken by the law enforcement agency.~~

1301 Initial Assessment by the Protection Report Center

The KPRC shall assess all reports received by the agency. The assessment shall determine the agency's response to the reported allegations. KPRC staff shall consider safety, risk, and danger to inform the initial assessment decision. Refer to PPM 1230 for reports received from law enforcement.

Kansas Intake Guidance shall be used when considering factors such as but are not limited to:

- A. Age of the children
- B. Perpetrator's access to children
- C. Physical or mental condition of caregiver
- D. Location of the injury
- E. Seriousness of incident
- F. Medical needs of the child
- G. The child's ability to protect self
- H. Natural support and/or community resources ability to mitigate the worry.
- I. Recency of an injury
- J. Impact to the child
- K. Past patterns of safe and adequate care.
- L. Past patterns of worrisome behavior.
- M. Caregivers action or inaction.

KPRC staff should use Kansas Intake Guidance to review all possible assignment types and definitions to determine if there are reasonable grounds to believe the criteria for assignment of Abuse and/or Neglect, Family In Need of Assessment, Pregnant Woman Using Substance, Interstate Compact for the Placement of Children, or Independent Living is met, and whether the report should be assigned for further assessment, or not assigned for further assessment.

If the report meets criteria for acceptance for further assessment, KPRC staff shall document the level of response and time frame for department response.

See PPM 1302 if the report does not immediately meet criteria to accept for further assessment.

1310 Criteria for Determining No Further PPS Action Needed

If following the Initial Assessment, a determination is made the report may not meet criteria to assign for further assessment, the following criteria shall be used to determine if the report may be completed with the decision to Not Assign for Further Assessment:

A. Regarding K.S.A 38-2231 (d), reports received from a responding law enforcement officer regarding a child who may be a victim of abuse or neglect:

1. DCF Does Not Have Authority to Proceed and/or a Conflict of Interest. Reference PPM 1310(D).

2. Incident Has Been or Is Being Assessed by DCF and/ or Law Enforcement. Reference PPM 1310(E).

When the report originates from law enforcement and a determination is made the report does not meet criteria to assign for further assessment, KPRC shall notify the law enforcement agency of the decision to not assign via email within 24 hours of report receipt. If the determination is made because the incident has been or is being assessed by DCF or law enforcement, the notice shall include the event number under which the incident in the report was previously assigned and name of the assigned child protection specialist and supervisor.

A. B. For all other reports received:

1. The Statutory Definition of a CINC or PPM Directives are not met for the following reasons:

a. No indication the child has been harmed or is likely to be harmed or endangered.

b. Care giver's behavior does not harm a child or place a child in a likelihood of harm or being endangered.

c. Reports Alleging Abuse or Neglect in the Past. See PPM 1370. Report concerns childcare licensing standards only. See PPM 1381.

B. C. Report Fails to Provide the Information Necessary to Locate Child:

KPRC staff shall make reasonable efforts to locate the child/family by assessing all possible options based on the information provided in the report. A report may

contain information such as a location near a known landmark or the name of a relative who knows the whereabouts of the child/family.

When KPRC staff determine a report may not meet criteria to assign due to lack of information to locate the child/family, the KPRC supervisor shall be consulted to verify all resources have been exhausted to locate the child/family. KPRC staff shall document the reasonable efforts to locate the child and family; and the consultation with the KPRC supervisor on the PPS 1001a.

~~C.~~ **D.** DCF Does Not Have Authority to Proceed and/or a conflict of interest (See PPM1340)

1. Alleged child abuse/neglect occurring in an institution operated by the Kansas Department for Aging and Disability Services (KDADS).
2. Alleged child abuse/neglect occurring in an institution operated by the Kansas Department of Corrections (KDOC).
3. Alleged child abuse/neglect by persons employed by the Department for Children and Families (DCF) or Kansas Department for Aging and Disability Services (KDADS).
4. Alleged abuse/neglect of an adult victim not in the custody of the secretary.
5. Report regarding a family living on a Native American Reservation or Military Installation.
6. Reports which involve a conflict of interest.

~~D.~~ **E.** Incident Has Been or Is Being Assessed by DCF and/or Law Enforcement

If a previous report with the same allegations, same victims and same perpetrators has been assessed or is currently being assessed the Initial Assessment of the current report can be completed with the decision to Not Assign for Further Assessment. The Basis for the decision to Not Assign for Further Assessment on the PPS 1002 should reference the event number of previous report. Situations of ongoing abuse/neglect providing a description of the families' circumstances rather than a specific incident, such as, but not limited to ongoing conditions of the home, ongoing yelling or name calling, or ongoing domestic violence are not subject to this policy and shall receive an initial assessment decision based on the information contained in the report.

1320 Preliminary Inquiry

The Kansas Code for Care of Children provides for DCF to conduct a Inquiry as a result of the department having received information that a child appears to be in need of care [K.S.A. 38-2230]. Preliminary Inquiry is for the purpose of determining whether an allegation of abuse or neglect is known to the agency through a current completed investigation, gaining additional information regarding an allegation or non-abuse/neglect circumstance, and/or whether the interests of the child require further assessment. Per PPM 1230 (A)(2), this excludes reports of abuse and neglect from law enforcement.

The Preliminary Inquiry information shall be obtained as soon as practical and shall not exceed three (3) working days from the date the report is received by the agency. For the purpose of Preliminary Inquiries, three working days begin the first working day after the report is received by the agency according to the date recorded on the PPS 1000 page.

If it appears from a reporter's information that a child may be harmed within the preliminary inquiry time frame, the report shall be assigned for investigation and/or assessment. If actions to gather additional information requires in person contact with a child, family, or caregiver by DCF or a Child Welfare Case Management Provider the report shall be assigned for investigation and/or further assessment based on information from the reporter.

Preliminary Inquiry may include any of the following activities relative to the case situation.

A. Reports Alleging Abuse or Neglect:

1. Gathering additional information from the DCF or Child Welfare Case Management Provider staff assigned to a current open case or a recently closed case regarding the family subject to the report.
2. Gathering information to locate or identify a child.
3. Gathering additional information from other DCF programs.
4. Coordinating a referral to law enforcement, another public agency or community service.
5. Contacting reporter to clarify information received or request additional information.
6. Contacting any person in the report identified with possessing additional information.
7. Contacting schools, health care providers or any agency identified as providing services to the family.
8. Coordinating a supervisory and/or support consultation.

B. Report Indicating Requests for Services or Other Non-Abuse/Neglect Concern

1. Gathering additional information from DCF programs, other public agency, and/or community contact via either telephone or in person.
2. Connecting the family to a public agency or community service.

1352 Non-Family/ Unregulated Caregiver -Third Party Reports Referred to Law Enforcement

Reports of alleged abuse or neglect by a non-family/ unregulated caregiver, with the exception of Human Trafficking ~~related~~ concerns and reports received from law enforcement containing abuse or neglect concerns, may be placed on preliminary inquiry and referred to the appropriate law enforcement agency. Reports with Human Trafficking concerns shall be assigned for further assessment per PPM 1325. Reports received from law enforcement alleging abuse or neglect shall be assigned for further assessment per PPM 1230.

~~When the report is received from law enforcement and involves a third party (non-family/unregulated caregiver) preliminary inquiry is not necessary. The department will consider whether law enforcement has acted on the report. If law enforcement is actively investigating or has investigated and no additional FINA concerns are identified the report can be screened out with no further assessment.~~

KPRC staff shall contact the appropriate law enforcement agency to verify whether or not the law enforcement agency will investigate the allegation.

A. The following shall be considered for the Initial Assessment decision:

1. If law enforcement accepts the report for investigation and is not requesting DCF assistance with the investigation the Initial Assessment may be completed with the decision to Not Assigned for Further Assessment for the reason the incident has been or is being assessed by DCF and/or law enforcement [AAS].
2. If law enforcement accepts the report and requests DCF assistance with the investigation, the report shall not be assigned for further assessment and forwarded to the responsible region as a courtesy interview using the following email addresses.

Kansas City Region: DCF.KCPRC@ks.gov

East Region: DCF.EastIntake@ks.gov

Wichita Region: DCF.WICIntake@ks.gov

West Region: DCF.WPRC@ks.gov

3. If law enforcement does not accept the report for investigation, the report shall be accepted for further assessment if it otherwise meets criteria to assign for further assessment.

1370 Reports Alleging Abuse or Neglect in the Past

All reports received which occurred in the past shall receive an Initial Assessment, regardless of the current age of the child/adult. There is no specific time period in which a report of child abuse or neglect is received by the Kansas Protection Report Center to consider allegation(s) which occurred in the past for further assessment. **Refer to PPM 1230 regarding incidents reported by law enforcement.**

A. The department may occasionally receive a report from a person who is now an adult, alleging they were abused or neglected as a child. The law is silent regarding reports from or concerning a person 18 years of age and older about an incident that occurred during childhood. The adult victim should be encouraged to make a report to a law enforcement agency, especially if it is within 5 years after the alleged abuse or neglect occurred or was discovered, whichever is later. The adult victim may also wish to contact an attorney regarding whether there may be any other actions, including civil lawsuit, available to the adult victim.

B. The issue of whether a report of prior abuse or neglect shall be investigated is within the discretion of the KPRC staff responsible for completing the Initial Assessment on the report. A report shall not be completed with the decision to not assign for further assessment needed for the sole reason it occurred in the past.

C. Guidelines for deciding whether to accept a report of past abuse or neglect:

A. 1. Does it appear likely, without investigation, that the same child or other children under the same care are currently being maltreated or likely to be maltreated?

Factors to be considered in making this determination are: current allegations of abuse, other reports or incidents regarding the alleged perpetrator based on a FACTS search, any affirmed, confirmed, substantiated or validated findings regarding the alleged perpetrator, and the age or ages of any children currently under the care of the alleged perpetrator.

B. 2. Does it appear likely at this time an investigation would be able to obtain enough information to determine a case finding decision using the preponderance standard of evidence?

Factors to be considered in making this determination are: how old the participants are, where do the participants currently reside, and is it reasonable to believe participants can be located?

If the answer to one or both of these questions is "Yes", the need for an investigation is presumed unless the alleged perpetrator is not known or the current whereabouts of the alleged perpetrator are unknown. If the answer to both questions is "No", the case may be completed with the decision to not assign for further assessment for the reason the report does not meet the definition of a child in need of care.

D. For reports received regarding an alleged victim 18 years old or older, if the report is assigned for further assessment, the adult may or may not be considered an alleged victim but will likely be a collateral contact or witness in any event. If there is no current abuse or neglect or suspicion of abuse or neglect of a child, the department is neither obligated to respond with an investigation and assessment nor prohibited from doing so.

1390 Reports Alleging Abuse/Neglect Out of State

A report alleging abuse or neglect may be assigned in the following circumstances:

- A. If the incident occurred in Kansas, regardless of where the victim is currently found or resides, or
- B. If the incident occurred in Kansas, regardless of where the perpetrator is currently found or resides, or If the alleged victim resides in Kansas, regardless of where the incident occurred.
- C. If the child resides in Kansas or If the alleged victim is temporarily found in Kansas, and protective actions may need to be taken before they return to their home state. there is regardless of where the incident occurred.

Consider the factors found in PPM 1301 and PPM 2300 when determining if assignment is warranted. Refer to PPM 1230 regarding incidents reported by law enforcement.

1700 Override of Accepted Reports

A decision to reverse the Initial Assessment Decision of a report assigned for further assessment may be warranted when additional information becomes available.

A. Sufficient Information Needed to Request to Reverse the Initial Assessment Decision:

A request to reverse the Initial Assessment Decision shall be allowed only with sufficient documentation and under the following circumstances:

1. The specific incident assigned was recently assessed or is currently being assessed;
 - a. Reports previously investigated or;
 - b. Multiple reports on the same incident have been assigned for investigation.
 - i. Review shall be done by the Kansas Protection Report Center (KPRC) supervisor to determine if both allegations can be addressed through one report.
2. Law enforcement assessed the assigned incident, sufficient information is available to determine criteria is not met to assign for abuse/neglect or FINA, the safety of the child(ren) was determined per PPM 2310 and no other potential safety or risk factors were found which may require further assessment;
3. Additional information is received indicating the report does not meet the statutory definition of abuse/neglect or FINA or PPM directives;
4. DCF does not have authority to proceed and/or a conflict of interest. See PPM 1310C and PPM 1340;
5. FINA case and services are no longer indicated;
6. Reasonable attempts to determine safety as defined in PPM 2300 were made to contact a family of unknown identity, and the agency was unable to identify the family. If the family's identity is known the assessment shall be completed. Available resources to attempt to contact shall be exhausted. For example, searching all DCF systems- KIDS, KIPS, FACTS and KEES, contacting the reporter, if known, attempting to locate through current address via mail or landlord, school records, employment, known friends or relatives. Any additional information received from these contacts to locate the family shall be pursued. Documentation of all attempts shall be attached to the report as a note in KIPS.

7. PWS case with a subsequent Abuse/Neglect or FINA case assignment and services shall be assessed and provided in the new event.

B. Submitting Request to Reverse the Initial Assessment Decision:

1. Prior to submitting a request to reverse the Initial Assessment Decision, the CPS specialist shall consult with the PPS supervisor.
2. The PPS supervisor shall review the documentation prior to submitting a request for a reverse of the Initial Assessment Decision to the Kansas Protection Report Center to determine whether any potential safety/risk or FINA concerns are present which suggest the need for further assessment.
3. The PPS supervisor shall submit supporting documentation to the Kansas Protection Report Center supervisors.
4. The request shall be made by the Family Based Assessment due date per PPS 1002, Section IX.

C. Reversing the Initial Assessment Decision:

1. A KPRC supervisor shall determine whether the documentation submitted meets criteria to reverse the Initial Assessment Decision.
2. Upon review of the information, the KPRC supervisor may request additional information from the PPS supervisor.
3. Upon determining the submitted information is sufficient, the KPRC supervisor shall make a decision by the next working day.
4. KPRC supervisor shall provide documentation supporting the decision in the Basis of the PPS 1002 Section V. The original basis statement indicating the acceptance of the report shall not be deleted.

D. Situations excluded from requesting to reverse the Initial Assessment

Decision includes:

1. The alleged victim(s) denies the allegations, or does not disclose abuse or neglect, requiring further investigation and assessment.
2. There is an indication additional interviews with siblings, care givers, or collaterals may provide information needed to complete a comprehensive assessment to address the allegations safety and/or risk concerns.

3. Law Enforcement reports received per K.S.A 38-2231 (d) require further investigation and assessment when abuse or neglect concerns are identified, unless,
- a. law enforcement determined the child(ren) to be safe, and
 - b. law enforcement addressed the concerns in the report, and
 - c. law enforcement does not want DCF assistance, and
 - d. per DCF contact, the family is not in need of additional services.

2070 Subsequent Reports on Open Assessment/Prevention Case

When a family already has an open assessment/prevention case and the department receives a subsequent report that does not meet criteria to assign for a new assessment, the information in the subsequent report shall be assessed and considered in the work happening with the child and family.

A. Reports forwarded to the region

All reports not assigned for further assessment by the Kansas Protection Report Center (KPRC) are forwarded to the regional intake email. PPS staff monitoring the regional intake email shall forward the report to the CPS Specialist with the open assessment case and to the PPS Supervisor. The intake (PPS 1000, 1001, 1000A, and 1002) shall be uploaded into KIDS. ~~printed and filed in Section 3 of the case file per PPM 0425.~~ The CPS Specialist with the open assessment shall consider the information contained in the report; and include the information in the work with the child/ and family as appropriate. The CPS Specialist ~~PPS practitioners~~ and/or the PPS Supervisor shall ensure the information contained in the report(s) is addressed in the open case.

B. If the family has been referred to a provider, the assigned CPS specialist has 3 working days from the date of the email to forward the event to the appropriate provider staff. If DCF has specific information to address, it shall be noted in the e-mail. See the following policies for DCF monitoring responsibilities:

~~A.~~ 1. Family services refer to PPM 4013 A.

~~B.~~ 2. CWCMP for family preservation services refer to PPM 5121 G. and 5122 DD. (1-3)

~~C.~~ 3. CWCMP for foster care refer to PPM 5211 B. (10) and 5212 B. (44).

~~The CPS specialist shall include all information addressing the event in the PPS 2019 Conversation Note or Case Activity Logs with the event number of the subsequent report identified.~~

If after consulting with a PPS supervisor, prior to sending the report to the provider, a determination is made to request the report be assigned for further assessment, the PPS Supervisor shall request assignment via the KPRC Supervisors e-mail mailbox (PRCsups).

D. Documentation

The CPS specialist shall include all information addressing the event in the PPS 2019 Conversation Note or Case Activity Logs with the event number of the subsequent report identified.

E. Critical Incidents

If the information contained in the report meets definitions of a critical incident per PPM 0510, the CPS Specialist shall notify ~~his/her~~ their immediate supervisor per PPM 0510.

2100 Initiation of Investigative Interviews of Child Abuse/Neglect

The Kansas Department for Children and Families (DCF) Department has the duty to receive and investigate reports of child abuse and neglect for the purpose of determining whether the report is valid and whether action is required to protect the child. K.S.A. 38-2226(a).

An "Investigation" is the initial phase of the Family Based assessment for reports alleging child abuse or neglect. In an investigation and assessment, facts are obtained and evidence is gathered and secured in order to reach a conclusion on the validity of the report and what actions, if any, are needed to protect the child. The purpose of the assessment intervention is to assist families, when needed, (where needed) to live together safely and within the requirements of law.

A. Reports from Law Enforcement

Per K.S.A 38-2231(d) When a report from law enforcement is assigned to investigate allegations of suspected abuse or neglect, the Child Protection Specialist (CPS) or Child Protective Investigator (CPI) shall;

1. Initiate an investigation by completing a safety determination within 24 hours of the Kansas Protection Report Center receiving the report as set forth in PPM sections 2110 and PPM 2310, AND
2. Within 24 hours of contact with persons subject of the investigation, the CPS or CPI shall respond to the referring law enforcement agency with the status of the investigation.

The status update shall include the following:

- a. The name and contact information of the assigned CPS
- b. The event number of the assigned report
- c. The allegations the CPS is investigating
- d. The immediate safety determination per PPM 2310 (safe, safe with an immediate plan, or unsafe) or attempts made

1-B. Parent and Alleged Perpetrator Rights

At the initial contact with the family and alleged perpetrator, the DCF staff conducting the investigative interview shall inform the family and the alleged perpetrator that the Kansas Code for Care of Children requires DCF to make inquiry when a child is alleged to be abused or neglected in need of care. The family and alleged perpetrator shall be informed of the specific actions or inactions that have been reported as suspected abuse or neglect, without disclosing the identity of the reporter.

The family and alleged perpetrator shall be informed that they are not required to cooperate with the agency and what the possible next steps may be. The pamphlet entitled "What You Need to Know About Investigations of Child Abuse or Neglect" PPS 2010 shall be given to the family and alleged perpetrator.

2. C. Living Arrangement

DCF staff shall determine the living arrangement at the time the alleged incident occurred, for each alleged victim of an abuse/neglect report. The living arrangement shall be documented on the Agency Response

3. D. Verified Incident Date

DCF staff shall verify the incident date for each alleged victim of an abuse/neglect report for the current assigned report. The verified incident date is the date the alleged victim reports the incident in the current report occurred.

1. If there is more than one alleged victim, incident, or abuse/neglect type the most recent incident date shall be used as the verified incident date.
2. In situations where the alleged abuse/neglect incident is on-going (i.e. physical neglect), the date of the report as documented on the PPS 1001 in the "Report Date" field shall be used as the verified incident date.
3. In situations where the alleged victim is unable to verify an incident date, the interviewer shall ask questions to narrow down a possible year, month, and day, to obtain the closest estimate of the verified incident date. If the verified incident date is estimated, select the "Estimated Date" box on the Agency Response screens in KIDS.
4. If through investigation it is determined no incident occurred the date of the report as documented on the PPS 1001 in the "Report Date" field shall be used as the verified incident date.

2105 Requests for Courtesy Contact or Interview Between DCF Offices

A DCF office with investigation responsibilities may request a courtesy contact or interview from a different DCF office to assist with the assessment of an assigned report when the interview or contact requires **an in person contact and** significant travel for the assigned office. A county or regional **line boundary** does not automatically require a request for a courtesy interview (CI).

A. When the CI request occurs within normal business hours the office requesting the contact shall send an e-mail to the regional mailbox in the region responsible (as shown below in F), and provide the KIPS event number, if available. If the KIPS event number is not yet available, provide as much intake information available at the time of the request, such as a police report or JIAS report, etc. The subject line shall identify the urgency of the request.

1. When the CI request is for a law enforcement referral per K.S.A 38-2231(d), the office responsible for the CI request shall provide documentation of the interviews to the office requesting the CI within the 24-hour time period.
2. When the contact is for a safety determination, the office completing the contact shall communicate with the requesting office to facilitate a timely safety determination and safety staffing. Within 5 working days of completion of the courtesy interview, the worker completing the courtesy contact shall forward all applicable assessment documentation to the requesting office/worker.

B. When the CI request is for a law enforcement referral per K.S.A 38-2231(d) and is needed outside of regular business hours:

1. The office requesting a courtesy interview shall
 - a. Send an email to DCF.PPSAllStaff@ks.gov. The subject line of the email shall identify the request is for a 24hr response and the region where the courtesy interview is needed.
 - b. When the worker assigned to the CI is identified, the requesting office will provide to the assigned worker the KIPS event number, if available, and information and documentation as indicated below in C.
2. The office responsible for completing the request shall
 - a. Respond back to the individual requesting the courtesy interview by identifying the worker who will be completing the CI request.

b. Provide documentation of the contact to the office requesting the CI within the 24-hour time period.

C. The office requesting the contact shall provide documentation in the request to include:

- A. 1. Specific information the courtesy interviewer should gather from the person being interviewed
- B. 2. Information learned from any background checks or DCF history with the family
- C. 3. Information about family relationships, and other information known about the family
- D. 4. A summary regarding information gathered in the investigation to date
- E. 5. The response time for the requested interview
- F. 6. Identify if contact is needed for the safety determination

~~C. The office requesting the contact shall send an e-mail to the regional mailbox in the region responsible (as shown below), and provide the KIPS event number, if available. If the KIPS event number is not yet available, provide as much intake information available at the time of the request, such as a police report or JIAS report, etc.~~

~~D. When the contact is for a safety determination, the office completing the contact shall communicate with the requesting office to facilitate a timely safety determination and safety staffing. Within 5 working days of completion of the courtesy interview, the worker completing the courtesy contact shall forward all applicable assessment documentation to the requesting office/worker.~~

E. See PPM section 2800 for entering these cases in FACTS.

F. The following provides the regional e-mail addresses:

- 1. Kansas City Region: DCF.KCPRC@ks.gov
- 2. East Region: DCF.EastIntake@ks.gov
- 3. Wichita Region: DCF.WICIntake@ks.gov
- 4. West Region: DCF.WPRC@ks.gov

2106 Law Enforcement Courtesy Interviews

~~When law enforcement requests assistance from DCF in the investigation of third party (non-family/unregulated care giver) child abuse or neglect, the department will assist by assigning a courtesy interview.~~

The assigned DCF staff When the Kansas Protection Reporting Center (KPRC) screens a report as a Courtesy Interview from a law enforcement investigator, the assigned Child Protection Specialist (CPS) or Child Protective Investigator (CPI) shall contact the law enforcement investigator to determine how the agency could assist (i.e., forensic interview, interview at school). The assigned PPS staff shall make two attempts to contact law enforcement within three working days of receiving the courtesy interview request from KPRC.

PPS staff The CPS or CPI shall consider a courtesy interview closed after approval from the PPS Supervisor. Case documentation shall be uploaded into KIPS.

If the assigned PPS staff CPS or CPI determines the family would benefit from agency services, they shall make a report shall be made to the KPRC Kansas Protection Reporting Center providing the family's information and requesting assignment of a Family In Need of Assessment case.

2110 Requirement to Interview/ or Observe Relevant Persons

When a report alleging abuse or neglect has been assigned, interviews and visual observations are conducted to gather information for the assessment. Interviews and visual observations may be conducted by a CPS Specialist, CPS investigator, law enforcement officer or Child Advocacy Center forensic interviewer.

A. Visual Observation Required

Per Adrian's Law, K.S.A. 38-2226, the secretary, or the secretary's designee, or the law enforcement agency, or such agency's designee, that is conducting the investigation shall visually observe the child who is the alleged victim of abuse or neglect. In the case of a joint investigation conducted pursuant to subsection (b), the secretary and the investigating law enforcement agency, or the designees of the secretary and such agency, shall both visually observe the child who is the alleged victim of abuse or neglect. All investigation reports shall include the date, time and location of any visual observation of a child that is required by this subsection.

When the alleged victim is pre-verbal/non-verbal, physical abuse or neglect is alleged, the child's body shall be visually observed or examined for evidence of alleged physical trauma (e.g. bruises or burns) or physical condition (e.g. bug bites, body dirt). The child's body shall be observed in the least intrusive manner and conducted in a manner that is sensitive to the child's age and gender. Whenever practical, a parent should be requested to undress the child and assist in determining the child's physical condition. Depending on the circumstances, the CPS specialist or CPS investigator may have another adult present or have a medical professional conduct the exam.

A.B. Required Interviews and Observations

A Child Protection Specialist (CPS) or Child Protection Investigator (CPI) shall interview the following persons shall be interviewed for all abuse or neglect investigations, unless they document allowable reasons not to interview the person exist and are documented per (B.)D:

1. The alleged victim.

a. The interview of the alleged victim may be conducted by a CPS, CPI, or authorized collateral per PPM 2310, except reports from law enforcement. Reports from law enforcement require in person contact by a CPS or CPI, not an authorized collateral.

b. Per Adrian's Law, K.S.A. 38-2226 DCF is directly responsible in making visual observation of the child who is an alleged victim of abuse or neglect in an investigation. If there is a joint investigation with law enforcement and DCF, both

agencies are responsible to make a visual observation of the alleged victim. Law enforcement's observation does not fulfill DCF's responsibility to observe the alleged victim.

- i. The child's body shall be visually observed or examined for evidence of alleged physical trauma (e.g. bruises or burns) or physical condition (e.g. bug bites, body dirt). The child's body shall be observed in the least intrusive manner and conducted in a manner that is sensitive to the child's age and gender. Whenever practical, a parent should be requested to undress the child and assist in determining the child's physical condition. Depending on the circumstances, the CPS or CPI may have another adult present or have a medical professional conduct the exam.
2. The primary care giver of alleged victim. A primary caregiver is a residential parent or other adult with whom the child resides and has authority to make significant decisions concerning the child's care.
3. Siblings residing in the same home, facility or placement with the alleged victim. If the sibling is pre-verbal or non-verbal and not interviewed, a CPS, CPI, or authorized collateral, per PPM 2310, shall observe the child ~~shall be observed for harm~~.
4. The alleged perpetrator.
5. Adult sibling(s) living in the home.
6. Persons identified as having relevant information:
 - a. Non-residential parent;
 - b. Relatives;
 - c. Siblings not residing in the same home, facility or placement with the alleged victim;
 - d. Any adult who provides care or supervision of the victim or who lives in the home, whether related or not;
 - e. Other witnesses, regardless of their relationship to the victim or living arrangement;
 - f. Friends;
 - g. Neighbors;
 - h. Reporter;
 - i. Other individuals in the safety network determined relevant during the assessment
7. Appropriate medical professional shall be consulted for reports assigned for medical neglect to gather sufficient information which may include, but shall not be limited to:
 - a. What is the diagnosed medical condition of the child?
 - b. What is the treatment required for the diagnosed medical condition?

- c. Would the diagnosed medical condition, if treated:
 - i. make the child substantially more comfortable?
 - ii. reduce pain and suffering?
 - iii. correct or substantially diminish a crippling condition?
 - iv. lengthen the life span?
 - v. prevent the condition from worsening?
- d. What information was provided to the alleged perpetrator(s) regarding the required medical treatment for the child?
- e. What information was provided to the alleged perpetrator(s) regarding the likely results or consequences of the child not getting the medical treatment?
- f. Follow up to determine whether scheduled appointments were kept.

B. Allowable Reasons

Allowable reasons for not interviewing include the following:

1. Refused to talk with worker (Concerted efforts shall be made to engage with all persons required to be interviewed. When a child refuses to talk with a worker, PPS staff shall explore ways to ensure the child feels safe and comfortable with the interview setting and/or the interviewer. PPS staff should consider whether a support person (school counselor, teacher, etc.) be present with the child during the interview, as appropriate. Additional supports may also be consulted for suggestions to assist in helping the child feel safe and comfortable.);
2. County or District Attorney or law enforcement officer requested DCF not interview;
3. Unable to locate or otherwise unavailable, for alleged victims refer to PPM 2315 Unable to Locate;
4. Mental or physical condition prevents interview;
5. A child is pre-verbal or non-verbal. The child shall be observed for harm;
6. Alleged perpetrator not identified;
- 7 Deceased

C. Exception

When determined contrary to the safety and best interest of the child to interview a required person, an exception shall be requested from the Assessment and Prevention Administrator.

D. Documentation (Family, Non-Family/Unregulated Caregiver and Facility Reports)

Documentation for all required persons listed in (A.) shall include attempts to interview, contacts made, interviews, observations and results. Documentation per 1-2 in this section, shall include the date of the contact/interview, how the interview was conducted

(in-person, phone, observed, etc.), location and the results of the contact/interview for all required persons listed in (A.).

For any required persons listed in (A.) not interviewed, document the reason. When some but not all members of the family are unable to be located once the assessment has begun document "unable to locate" on the individuals who were not located. Agency Response information shall be completed in KIDS on individuals who were located.

~~DA CPS or CPI may complete d~~ documentation for all required persons listed in (A.) ~~may be completed by either a CPS specialist or CPS investigator. A printed form is the official copy and shall be in the case record.~~

1. For events assigned prior to July 1, 2017:

a. Family Reports

Documentation for all required persons listed in (A.) for family reports is completed on the PPS 2030A Agency Response, Section III.

b. Non-Family/Unregulated Care Giver and Facility Assignments

Documentation for all required persons listed in (A.) for Non-Family/Unregulated Care Giver and Facility Assignments is completed on the PPS 2025, Section III.

2. For events assigned on or after July 1, 2017 (Family, Non-Family/Unregulated Caregiver, and Facility Reports):

Documentation for all required persons listed in (A.) shall be completed per requirements in this section on the PPS 2019 DCF Kansas Conversation Note, and/or Appendix 2N My three Houses, Appendix 2P Fairy Wizard Template. For events assigned on or after January 1, 2021, use of the PPS 1010 Case Activity Log should be limited to information not able to be documented on the PPS 2019 or other Kansas Practice Model tools.

For any required persons listed in (A.) not interviewed, the documentation of the attempts to interview shall be documented on the PPS 1010. The results of these attempts are included in the consultation with the supervisor per PPM 2760, and the decision/conclusion from this consultation, shall be included in the consultation documentation.

2230 Investigation of Reports of Abuse or Neglect by Third Party Person

The Kansas Code for Care of Children provides that DCF and law enforcement officers have the duty to receive and investigate reports of child abuse or neglect for the purpose of determining whether the report is valid and whether action is required to protect the child from further abuse or neglect. The law is silent regarding the relationship between the child and the alleged or suspected perpetrator.

It is the policy of the Department for Children and Families (DCF) to receive and investigate reports which meet the definition of child abuse or neglect unless a law enforcement officer has accepted or will accept the report for investigation. Per K.S.A. 38-2231(d), DCF will receive and investigate reports from law enforcement alleging abuse or neglect. The department will assist a law enforcement officer in the investigation and assessment of reports of child abuse or neglect upon request of the officer. Persons to whom this section applies includes, but is not limited to, alleged abuse or neglect by:

- A. Teachers, administrators, or other employees of a school, other than a home school, in which a child who is the subject of a report of abuse or neglect is enrolled or attends.
- B. Employees and administrators of recreational and/or character building organizations in which a child who is the subject of a report of abuse or neglect participates.
- C. Baby sitters.
- D. Acquaintances of the child/family.
- E. Strangers.
- F. Human trafficking related “boyfriend”/”pimp”/”controller”/”manager”/”daddy”.

2310 Immediate Safety Determination

When a report alleging abuse or neglect has been assigned for investigation/assessment, the **Child Protection Specialist (CPS) Specialist or Child Protection Investigator (CPI)** shall determine the immediate safety of the child who is the subject of the report by completing an initial safety assessment within the response time established on the PPS 1002 Initial Assessment, Section VI- Response Time and Due Dates.

A. The immediate safety determination is the result of the initial safety assessment in which the child may be determined safe, safe with an immediate plan, or unsafe.

1. When the child is determined safe, they can remain in their current environment throughout the investigation/assessment without any immediate intervention from DCF.
2. When the child is determined safe with an immediate plan, various interventions and/or protective actions may be taken by the family, safety network, or DCF to ensure safety of the child throughout the investigation/assessment. The plan shall be documented on the PPS 2021 Immediate Safety Plan. The Immediate Safety Plan is developed alongside the family and safety network. The CPS Specialist's or PPS Supervisor's input and approval is required if the safety plan is being initiated by a CPS Investigator. See PPM 2462 for additional guidance regarding safety planning.
3. When the child is determined unsafe due to the current danger and the danger cannot be mitigated with an immediate safety plan, DCF shall initiate protective action to remove the child from the danger, which may include law enforcement or court involvement.

B. Factors to Consider for the Immediate Safety Determination

The Appendix 2H Immediate Safety Tips Sheet provides factors to consider for the immediate safety determination. The following appendices may be used to gather information for the safety determination:

1. Appendix 2F Six Areas of Family Life for Assessment.
2. Appendix 2J Caregiver Protective Capacity Factors may be used as a guide to gather information and assess the protective capacity of the caregiver(s).
3. Appendix 2I Interview Guide for Runaway and Truant Children may be used as a guide to gather safety and risk information when interviewing children.

C. Required Contacts

1. In-Person Contact with Child

a. The initial safety assessment requires an in-person contact with the alleged victim, in a location where it is reasonable to expect the child to be found, within the assigned response time.

b. In-person contact for the safety determination may be made by a CPS, CPI Specialist or authorized collateral, except reports from law enforcement, i.e. CPS Investigator, law enforcement officer or child welfare case management provider (CWCMP) assigned case responsibility. Reports from law enforcement require in person contact by a CPS or CPI, not an authorized collateral.

i. Authorized collateral may be any one of the following:

A. Law Enforcement Officers

B. Child Advocacy Center Forensic Interviewers

C. Child Welfare Case Management Providers

ii. The CPS Specialist shall ensure sufficient information has been gathered by the authorized collateral to consider the required factors and determine the safety of the child within the response time.

c. Per Adrian's Law, K.S.A. 38-2226, the secretary or the secretary's designee shall visually observe the child who is an alleged victim of abuse or neglect prior to case closure. In the case of a joint investigation with DCF and law enforcement, both agencies shall visually observe the alleged victim.

d. The CPS or CPI Attempts shall be made to notify the parent/caregiver of the investigation/assessment the same day as the in-person contact with the child per PPM 2100.

2. Additional Contact(s)

Additional contacts and observations with parent/caregivers, siblings, alleged perpetrators, and others may be required to gather sufficient information to determine the safety of the child. If the CPS Specialist determines additional information is needed to make a safety determination, the CPS Specialist shall follow-up to gather the additional information to assess the required factors and determine the safety of the child within the response time.

D. Reasonable Efforts, Allowable Reasons and Exceptions for the Safety Determination

The following provides requirements for reasonable efforts, allowable reasons and exceptions for the safety determination. If the child(ren)/family are unable to be located, efforts shall continue to determine the safety of the child beyond the assigned response time. A supervisor staffing shall occur within the assigned response time. See PPM 2315 for further guidance.

1. Reasonable Efforts Requirements

Reasonable efforts are the minimum required attempts to determine the safety of the child within the assigned response time.

The CPS Specialist or authorized collateral shall make two attempts within the response time to complete the in-person contact with the alleged victim in a location where it is reasonable to expect the alleged victim to be found. To meet reasonable efforts requirements either:

- a. two attempts within the response time set, OR
- b. at least one attempt within the response time set, AND
 - i. a second attempt by the close of business the next working day for a "same day" response time OR
 - ii. within 72 hours, excluding weekends and state holidays, of the initial attempt on a 72-hour response time.
- c. Child out of state
 - i. CPS Specialist shall, within the response time, make a request to the state's child protection report center/hotline, where the child is located.

2. Allowable Reasons to Delay the Safety Determination

Allowable reasons for delaying the safety determination of a child may include the following:

- a. Child out of state (allowable only after a request to the other state has been made for a courtesy initial safety assessment, and the other state has not been able to locate the child).
- b. DCF has been directed not to proceed by county/district attorney or law enforcement.
- c. Child is unable to be located, see PPM 2315 for additional guidance.
 - i. Family does not allow access to the child.
 - ii. Scheduled appointments were not kept by the family.
- e. Act of God (weather, road conditions).
- f. Child is currently hospitalized and hospital personnel verified the child will not be dismissed prior to completion of the initial safety assessment. This allowable reason to delay shall consider the best interest of the child and is not solely for the convenience of the department or another entity.
- g. Child is on runaway status.

h. A collaborative decision is made with the PPS supervisor and Assessment and Prevention Administrator that making the in-person contact within the response time is contrary to the safety and best interest of the child and is not solely for the convenience of the department or another entity.

E. Reports from Law Enforcement

1. Per K.S.A. 38-2231(d), when a report alleging abuse or neglect is assigned and is from a law enforcement officer, the immediate safety determination shall be made by a CPS or CPI within 24 hours of the date and time the report was received at the Kansas Protection Report Center as listed on the PPS 1001.

2. Reasonable Efforts Requirements .

Reasonable efforts are the minimum required attempts to determine the safety of the child within twenty-four (24) hours for reports from law enforcement.

A CPS or CPI shall make a minimum of two (2) in person attempts to determine the safety of the alleged victim within twenty-four (24) hours of the date and time the report was received at KPRC. The attempts to make in person contact with the alleged victim shall occur in a location where it is reasonable to expect the alleged victim to be found. When the child can't be located, refer to PPM 2315 for additional guidance.

3. The CPS or CPI shall provide an update of the status of the investigation to law enforcement within twenty-four (24) hours of contact with the child and family. When the CPS or CPI cannot contact the child or family, they shall inform law enforcement of the attempts made to contact the child and family per PPM 2100.

E.F. Documenting the Immediate Safety Determination

Documenting the Immediate safety determination shall be completed in KIDS and on one of the following: PPS 2019 Kansas DCF Conversation Note, Appendix 2N My three Houses, or Appendix 2P Fairy Wizard Template.

1. PPS 2019 Kansas DCF Conversation Note, and/or the Appendix 2N My three Houses, and/or the Appendix 2P Fairy Wizard Template shall include:

- a. Attempts to contact the child, if applicable,
- b. The safety determination (safe, safe with an immediate plan, unsafe)
- c. The date/time/location the immediate safety was determined.
 - i. The date and time of the safety determination is when the CPS, CPI or Specialist or authorized collateral has determined the child safe, safe with an immediate plan or unsafe.

- ii. If the in-person contact was completed by an authorized collateral contact the date and time of the safety determination is the date and time the CPS, CPI or Specialist has reviewed the information and determines the child is safe, safe with an immediate plan or unsafe.
 - d. If unable to determine the safety of the child within the assigned response time, the documentation shall include:
 - i. The reason the contact was not made
 - ii. The attempts to locate the child (date and results)
 - iii. Reasonable efforts, allowable reasons and exceptions, if applicable
- 2. KIDS Documentation shall include:
 - a. The date/time/location of the first attempt to contact the first alleged victim shall be documented on the Agency Response screen in KIDS for all abuse/neglect assignments.
 - b. The date/time/location of the safety determination for each alleged victim shall be documented on the Agency Response screen in KIDS for all abuse/neglect assignments. If an alleged victim was not able to be located, check the “unable to locate” box.

F.G. Safety Staffing with Supervisor

- 1. An immediate safety staffing shall take place when one or more of the following occur
 - a. When the safety determination is unsafe.
 - b. When the safety determination is safe with an immediate plan.
 - c. If after reasonable efforts have been met and the child is still unable to be located or the parent/caregiver(s) do not allow access within the response time. The safety staffing shall occur within the assigned response time. See PPM 2315 for additional guidance.
 - d. Anytime PPS supervisor advice is needed to assist in determining whether additional in-person safety contacts are needed.
- 2. Team Decision Making (TDM)

If during the safety staffing it is determined a child has been or is likely to be separated from their parent or caregiver, the CPS Specialist and CPS supervisor shall determine if the family meets criteria for a TDM per the Appendix 0D Initial TDM Protocol.
- 3. Documentation

a. Safety Staffing: The date and time of the safety staffing with the supervisor shall be documented on the Agency Response screen in KIDS as the “Safety Staffing” date and time. When the child(ren) is not located/has not been seen in-person and the safety determination has not occurred, leave the field blank.

b. Additional In-Person Safety Contacts: The determination, date, and time of the ongoing safety assessment, if applicable, shall be documented for each alleged victim on the Agency Response in KIDS.