

Checklist for OOF Investigations

	CPS RESPONSIBILITY	DATE COMPLETED	DATE DOCUMENTED IN OASIS
1.	Report to Commonwealth Attorney and law enforcement all class 1 misdemeanors /felonies.		
2.	Contact CPS Regional Practice Consultant (plan investigation strategy).		
3.	If report involves school personnel, refer to Appendix A: Guide for Assessing Applicability of § 63.2-1511 in CPS OOF Investigations of School Employees for guidance on these investigations.		
4.	Contact Regulatory Agency, obtain name of staff who will investigate report jointly. <ul style="list-style-type: none"> If there is no Regulatory Agency involved, such as when the OOF involves a Public-School Employee, consult your MOU agreement between LDSS and your local Public School System to see if person to contact is identified there. 		
5.	Contact that regulatory staff person to coordinate strategy of joint investigation.		
6.	Contact facility administrator to inform of impending visit (or announce presence to administrator upon arrival to facility).		
7.	Advise facility administrator (or designee) of the allegations in the complaint. Invite their input for preliminary plans.		
8.	Meet the licensing or regulatory person, if possible, at facility and go together to meet the administrator. Explain differing roles and expectations.		

9.	<p>Request of administrator the following resources, as appropriate:</p> <ul style="list-style-type: none"> • Private room/space to interview staff and children • Accompaniment to site of alleged abuse • Pertinent policies, records, guidelines • Names, function, roles of all involved parties • Work schedules of alleged abuser/neglector and other staff witnesses • Phone numbers of staff witnesses <p>Phone number and address for the alleged abuser</p>		
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10.	<p>Interview the victim child(ren)</p> <ul style="list-style-type: none"> • CPS determines who can be present during this interview. • Record interview. • The parent, guardian or agency holding custody should be notified in advance, when not practical shall notify as soon as possible. They should be informed early in the process about the report. The investigative process should be explained to the caretaker. 		
11.	<p>Interview victim's parent, guardian or agency holding custody. (This will be your FMC in the case)</p> <ul style="list-style-type: none"> • Obtain information about their knowledge of the allegations and the facility. • Have the safety conversation with them. Determine immediate Safety (if unsafe and child needs to be removed from the facility then the parent, guardian or agency holding custody shall be notified to mutually develop a safety plan). • Safety Assessment should be selected as a Purpose for this contact. • The OOF Safety Assessment must be completed in the Oasis screen within 24 hours of this FMC. • They should be kept involved in the planning and support of the victim child. 		
12.	<p>Interview collateral children.</p> <ul style="list-style-type: none"> • Before interviewing collateral children, consent of the child's parent, guardian, or agency holding custody should be obtained. • Input each child's name that you interview into Collaterals. 		
13.	<p>Interview alleged abuser/neglector.</p> <ul style="list-style-type: none"> • Offer electronic recording and provide written notification. 		

14.	Interview collateral staff witnesses. <ul style="list-style-type: none"> Witnesses should be entered into Collaterals 		
15.	Keep the facility administrator apprised of the progress of the investigation. If working jointly with regulatory agency, CPS may decide who will perform these updates.		
16.	Although statutory authority for the disposition rests with the local agency, at the conclusion of the investigation the CPS worker and supervisor must consult with the CPS Regional Practice Consultant to review the case prior to notifications being made/sent. (5.7.2)		
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17.	Notifications of disposition made to all parties. <ul style="list-style-type: none"> The alleged abuser/neglector and facility administrator should be verbally notified promptly. The alleged abuser should be notified first or at least at same time the facility administrator is notified. Verbal notification and explanation of the findings are also required to be provided to the child's custodian. The worker may use discretion in determining the extent of investigative findings to be shared; however, sufficient detail must be provided for the child's custodian to know what happened to his/her child and to make plans for any needed support and services. 		
18.	Written report of the findings shall be submitted to the facility administrator and the involved regulatory staff person or school superintendent. This report shall include identification of the alleged abuser and victim as well as a summary of the investigation with an explanation of how the information supports the disposition. A copy of this report shall be sent to the abuser/neglector along with the letter of notification and rights of appeal.		
19.	Written notification of findings sent to the parent, guardian or agency that has custody. <ul style="list-style-type: none"> Parents should be advised in this notification that the victim(s) names will be purged after 30 days unless they make a request to keep listed in OASIS. 		

20.	<p>FOR SCHOOL EMPLOYEES:</p> <p>Notify the local school board of a founded disposition when the subject of the founded investigation is or was a full-time, part-time, or temporary employee in a school division located within the Commonwealth. Notification to the local school board shall occur at the same time the subject is notified of the founded disposition.</p> <p>Notify the Superintendent of Public Instruction, DOE when the subject of founded investigation holds a license issued by the Board of Education. Notification to the Superintendent of Public Instruction, DOE shall occur at the same time the subject is notified of the founded disposition.</p>		
21.	<p>Post-investigative treatment services may be provided as needed by local agency to the child, family and/or abuser.</p> <p>Post-investigative corrective action follow-up with the facility is the responsibility of the regulatory authority and facility administration.</p>		
22.	ALL contacts are documented in OASIS.		

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