



New Hampshire Division for Children, Youth and Families Policy
1213 FINAL DETERMINATIONS AND CLOSING THE ASSESSMENT

Chapter: Child Protective Field Services
Section: CPS Family Assessments

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-10**

Effective Date: **May 2022**

References of Note

Federal Authority:

Statutes: [RSA 169-C](#)

Administrative Rules:

Case Law:

This policy defines the process for determining the outcome of and closing an Assessment, with appropriate services when indicated.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. The CPSW must complete all aspects of the Assessment no later than 60 calendar days from the date the referral was assigned to the District Office. This includes, at a minimum:
 - A. Completing a comprehensive assessment of all alleged child abuse or neglect;
 - B. Making a final determination of the allegations with Supervisory approval;
 - C. Providing notification to the family regarding the outcome;
 - D. Facilitating service referrals as appropriate; and
 - E. Completing all documentation in the DCYF electronic information system.
- II. Any extensions to timeframes must be documented in the DCYF electronic information system with the reason for delay and estimated completion date.
- III. A final determination whether a "preponderance of the evidence" (see RSA 169-C:13) exists will:
 - A. Conclude if any child in the family has been abused or neglected, including:
 1. The harm or threatened harm to the child;
 2. The nature and extent of the abuse/neglect; and
 3. Identification of the person(s) responsible; and
 - B. Whether the Assessment will be closed as:

1. Unfounded;
 2. Unfounded with Reasonable Concerns; or
 3. Founded.
- IV. The CPSW must ensure they review the following circumstances with their Supervisor in making a final determination:
- A. Any Assessment determined Unfounded or Unfounded but with Reasonable Concerns, if there has been a prior Founded Assessment with the child or family; or
 - B. Any Assessment determined Unfounded or Unfounded but with Reasonable Concerns, if there have been 2 or more prior Unfounded or Unfounded but with Reasonable Concerns Assessments.
- V. The CPSW identifies appropriate next steps in consultation with their Supervisor.
- A. A decision to open a Family Services case or refer the family to a provider in their community is based on:
 1. Any safety and family risk assessments completed during the Assessment; and
 2. Consideration of any prior Assessment(s).
 - B. A Family Services case is opened when the disposition is:
 1. Unfounded CPS Voluntary Case;
 2. Founded Non-Court Case; or
 3. Founded Court Case.
- VI. When DCYF will not pursue further legal recourse of individual allegations and/or Assessment determinations that have been dismissed/overturned, the outcome must be documented in the DCYF electronic information system Finding Screen as follows:
- A. Individual allegations are identified (as applicable) as:
 1. "Founded, Court Overturned" when dismissed by a Circuit Court; or
 2. "Unfounded but with Reasonable Concerns (Finding Overturned)" when overturned by the Administrative Appeals Unit; and
 - B. If all individual allegations are overturned/dismissed, the overall finding must be identified as "Unfounded but with Reasonable Concerns (Finding Overturned)".
- VII. The CPSW closes the Assessment by:

- A. Discussing the final determination with the family and alleged perpetrator, if they are available;
- B. Sending any official notifications on the outcome to the appropriate parties, including:
 - 1. Notice to a professional reporter; or
 - 2. Notice of Finding applicable to the case circumstances;
- C. Providing service referrals as applicable;
 - 1. For Founded Assessment involving children age 3 or younger, the child and their parent/guardian must be referred for developmental screening ([see policy 1210](#)); and
 - 2. Referrals are completed for all eligible families interested in Community Based Voluntary Services or other community services; and
- D. Reviewing the final determination and Assessment Closing Summary with the Supervisor for approval to close including:
 - 1. Any prior Assessment(s) and their significance relevant to the current Assessment; and
 - 2. Any referrals provided to the family for community or preventative services.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
1213.1	Assessment Decision Guidelines	CPS
1213.2	Considerations for an Assessment Timeframe Extension	CPS
1213.3	Actions Based on Disposition Types	CPS

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date