

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 2770.5 RESTRICTING INFORMATION - JJS NEEDS ASSESSMENT	
	Policy Directive: 22-31	Approved: 
	Effective Date: October 2022	Joseph E. Ribsam, Jr., DCYF Director
	Implements Policy: <u>2770</u>	

This SOP defines the procedures for restricting a JJS Needs Assessment.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. When the Supervisor receives a referral for a JJS Needs Assessment that involves a DCYF employee, they immediately restrict the referral by selecting the restrict option in the DCYF electronic information system. The Supervisor then consults with the JJS Needs Assessment Administrator (or designee) to determine the best course of action, which may include:
 - A. Maintaining the JJS Needs Assessment within the District Office, restricted to the assigned Assessment JPPO and their Supervisor; or
 - B. Requesting to transfer the JJS Needs Assessment to another Assessment JPPO in another office.

- II. Supervisors may grant access to support staff as appropriate, so long as access does not impact the integrity of the JJS Needs Assessment or confidentiality of any DCYF employee directly involved.

- III. If there is an open JJS case, CPS Assessment, or CPS case and one of the electronic records needs to be restricted, they are all restricted and the other Supervisor and JPPO/CPSW is advised of the reason for the restriction.
 - A. Any CANS assessments maintained in the CANS database are also restricted.

- IV. Assessment JPPOs are expected to notify their Supervisor immediately if they become aware that a JJS Needs Assessment:
 - A. Directly involves a DCYF employee not previously identified;
 - B. Could be a conflict of interest (including situations where it could be perceived there is a conflict of interest). This may include:

1. Assessments involving local law enforcement officers, service providers, or others with whom DCYF commonly interacts over the course of their involvement with a family; or
 2. Assessments involving persons with whom a JPPO has personal ties that could influence (or be perceived as influencing) the recommendations of the JJS Needs Assessment; or
- C. May be a high profile situation.
- V. If the potential conflict of interest or high profile situation involves their Supervisor, the Assessment JPPO reports to the JJS Needs Assessment Administrator (or designee) to determine the most appropriate resolution in how to manage the JJS Needs Assessment.
- VI. When a Supervisor becomes aware that an assigned JJS Needs Assessment involves a DCYF employee or may be a high profile situation, they will:
- A. Immediately restrict the JJS Needs Assessment;
 - B. Secure any paper files already generated;
 - C. Advise the assigned Assessment JPPO of the need to restrict information; and
 - D. Consult with the JJS Needs Assessment Administrator (or designee) to determine the best course of action, which may include restricting other assessments (JJS Needs or CPS), cases (JJS or CPS), and CANS assessments in the CANS database.
- VII. Once a Supervisor has been advised of a possible conflict regarding a JJS Needs Assessment where the DCYF employee is not directly involved, they will consult with the JJS Needs Assessment Administrator (or designee) as to the appropriateness of restricting the electronic record, taking into consideration:
- A. The nature of the potential conflict;
 - B. How the potential conflict (real or perceived) might impact the JJS Needs Assessment, the office's ability to work collaboratively with the community, and the employee's ability to perform their duties; and
 - C. The appropriateness of restricting the JJS Needs Assessment and transferring it to another Assessment JPPO.
- VIII. When the decision is made to restrict a JJS Needs Assessment after it has been assigned, the Supervisor:
- A. Selects the "restrict" option in the DCYF electronic information system; and
 - B. Advises the assigned Assessment JPPO of the restriction.

- IX. Restricted JJS Needs Assessments, as well as any other restricted assessments (JJS Needs or CPS), cases (JJS or CPS), referrals, and CANS assessments maintained in the CANS database remain restricted upon closure unless otherwise approved by an Administrator.

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](#)

For the Purpose of this Document:

“High Profile Situation” means a situation that, based on the circumstances or individuals involved, may be elevated to the offices of the Commissioner or Governor, or which might attract media attention.

Document Change Log

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