

Module V: Note-Taking Guide

5

Gathering facts is essential in all CPS Cases.



6

Purpose of Gathering Facts:



7

Fact Gathering Principles:



8

Fact Gathering Steps:

9

Two specific rules govern fact gathering activities:

5101:2-36-03



5101:2-36-20

9

Types of cases assigned to each pathway:

10

- List all things that are common in both the AR and TR pathway.

Handwritten notes area for question 10, containing several horizontal blue lines for writing.

- List features that are specific to the AR pathway.

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- List features that are specific to the TR pathway.

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11

Pathway
Commonalities:

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13

Gathering Complete, Detailed Facts:

16

What activities must be conducted in the first 45 days with a family who receives a CPS report?

18

Drawing Conclusions:

19

Final Case Decisions:

20

Documenting Fact Gathering Activities:

21

The Davis Intake:
What information should be gathered?

What are the cultural issues to be addressed?

24

Report
Initiation
Requirements:

My County Initiation Requirements:

County-
Specific
Practice

26

The 4th and 14th Amendments:

County-Specific Practice

My County requirements for interviewing a child without parental consent:

27

Special Considerations for: ACV/CSR:	
Siblings:	
Other involved adults:	
ASR/AP:	
Collateral Sources:	

27

Pathway Switch is required when...

28

1. Why might families be resistant to providing factual information to CPS workers?

2. Why is engaging all family members essential to gathering factual information?

29

How might you notify an individual of a CPS CA/N report?

How might you introduce yourself?

30

Davis Family

Who should be interviewed and why?

How should the interviews be sequenced?

How will the child's safety be assured?

Where would interviews take place?

Who will be present during the contacts?

34

Collaborative Partners:

Lined writing area for Collaborative Partners.

35

MOU's:

Lined writing area for MOU's.

36

How do each of these collaborate with CPS during the fact gathering process?

Schools?

Law Enforcement?

Prosecutor/Agency Attorney?

Children's Hospital/Medical?

Mental Health Providers?

37

Formalized Collaborations:

38

Davis Family

Which community partners should be involved in the fact gathering process?

Who will complete which tasks in the fact gathering process?

How would you plan for your own safety during home visit

41

Guidelines to assure your own safety:

My County has the following worker safety procedures:

Type of Abuse: _____

List examples of different types of reports you've seen that constitute this type of abuse:

What is unique about gathering facts for this type of abuse?

What are all the different ways you must gather information about this type of abuse?

In addition to parents/caretakers and the child(ren) who else will you likely need to contact for information?



43

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46

Practical Application:

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47

Action Planning:
List 3 things from today that will impact your work:

Lined writing area for Action Planning, featuring a vertical red margin line on the left and horizontal blue lines. The first three lines are numbered 1., 2., and 3. respectively.

**Thank you for coming.
Please take a moment and complete your E-Track Evaluation.**



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