

## Chapter 4

## ADDITIONAL AND SUPPLEMENTAL REPORTS FOR CHILD INVESTIGATIONS

4-1. Purpose. This chapter describes the process for determining when a report to the Hotline should be accepted as an additional or supplemental report to one currently under investigation. Additional and supplemental reports must be entered in sequence to the corresponding initial report to ensure that all information pertaining to an investigation is combined under the same report number. This chapter also provides directives on the response required by the investigator when an additional or supplemental report is received

4-2. Additional Reports. These reports are identified by the Hotline counselor while completing a FSFN check on the participants. Additional reports contain new information about one or more participants of an existing report. [NOTE: For reports in which there are two or more independent family units in a household, refer to Chapter 1 procedures for assessment and Chapter 8 procedures for selection of participants.]

- a. The existing report must be open.
- b. The new information must involve the same household as the existing report.
- c. The new information received includes any of the following:
  - (1) A new alleged perpetrator in the same household;
  - (2) A new victim in the same household;
  - (3) Any new participants in the same household;
  - (4) A new maltreatment;
  - (5) A new incident of the same maltreatment; or,
  - (6) New information that upgrades the response priority to immediate.

4-3. Supplemental Reports. These reports are identified by the Hotline counselor. They are enhancements to the report already received or under investigation. The counselor must assess thoroughly to determine that there are no new allegations or participants pertaining to the existing report. The call improves what is already known such as a more precise address, different name spelling, or additional sources.

- a. The new information received must involve the same household, same alleged perpetrator, same victim, same maltreatment(s), and/or same incident.
- b. The existing report must be open.

4-4. Calls Not Handled as Additional or Supplemental Reports.

- a. Reports of different subtypes cannot be merged. For example: an In-Home intake cannot be merged with an Other or an Institutional.
- b. One report has a child victim and the other an adult victim.
- c. Special conditions referrals cannot be merged with reports of abuse, neglect, or abandonment.

d. Reports of death that are unrelated to the allegations in an open report.

e. Any maltreatments discovered by an investigator during the course of the Other Parent Home Assessment or during the course of an investigation that are involving a different household must be entered as a new report.

f. Additional allegations of abuse, neglect or abandonment in the household of concern discovered by investigator during the course of an investigation will be added by the investigator.

4-5. Investigative Response.

a. An additional report requires:

(1) A new on-site visit either immediately or within 24 hours and, when necessary, daily attempts to see all children;

(2) Repeat notification of all required parties;

(3) Attempted contact with a new reporter; and,

(4) Any other investigative activities or referrals required due to new participants or new maltreatments.

b. A supplemental report does not require a new on-site visit. However, additional action may be warranted upon review of the information provided.