

CPS Milestones and Supporting Forms

Intake	
At time of intake	<ul style="list-style-type: none"> • Notify CPS Regional Practice Consultant of an OOF • Notify law enforcement and Commonwealth's Attorney within 2 hours about felony or class 1 misdemeanors, any sexual abuse, felony or class 1 misdemeanor drug offense, and /or contributing to the delinquency of a minor. • Notify law enforcement of non-caretaker sexual abuse (including "child on child") • Notify law enforcement, Commonwealth's Attorney, local Medical Examiner's office, and CPS Regional Practice Consultant immediately in the event of a child fatality.
Within 3 working days of receipt	The local department must document the report or complaint in OASIS regardless of whether the complaint or report is determined to be valid or invalid.
Investigation or Family Assessment	
Within 24 hours (R1), 48 hours (R2) or 40 work hours (R3)	Face to face contact with victim child should be completed within response priority time assigned
5 or more days have elapsed since first report	If additional or new allegations are made or discovered after this time period, a new report must be taken and screened using the SDM Intake Tool.
Within 24 hours of first meaningful contact	SDM Safety Assessment tool must be documented in COMPASS *Update within 24 hours any time there are changes to safety during case
FA completed within 60 days INV completed within 45 days (May be extended with approval)	Complete Family Needs Assessment (including risk assessment). Complete Investigation Dispositional Assessment (including risk assessment). Need to send disposition letters.
If Removal Occurs	
-Within 4 Hours -Within 72 Hours	File the petition for an emergency removal order within four (4) hours of taking custody of the child. The court must be notified if a child is taken into emergency custody within 72 Hours.
Within 24 hours of considering removal or before 5 day hearing if ERO is filed	An FPM should be scheduled within 24 hours after safety issues have been identified and the agency is considering removal, and occur before the five-day court hearing in cases after the emergency removal.
Within 30 days (or 5 days when feasible) after removal from parent/guardian	Written notice must be given to all grandparents and other adult relatives, including parents of siblings of the removed child, so they may participate in the care and placement of the child.

Post Investigation or Family Assessment	
Within 7 calendar days of completion	Refer all children under age 3 in founded investigations or substance exposed newborns in Family Assessment's to Part C Early Intervention.
At conclusion of all Family Assessments and Investigations	<ul style="list-style-type: none"> • Referrals involving military dependent children require that you notify the Family Advocacy Program upon completion of Family Assessment or Investigation. • The Family Advocacy Program representative shall be notified in writing within 30 days after all administrative appeal rights of the abuser or neglecter have been exhausted or forfeited for all investigations with a founded disposition.
Retention Times*	
3 years to 25 years	<p>Central Registry Retention time for <u>founded</u> investigations:</p> <ul style="list-style-type: none"> • Level 1 records are retained for 18 years • Level 2 records are retained for 7 years • Level 3 records are retained for 3 years • Sexual Abuse (Level 1) records are retained for 25 years by LDSS (paper file) • The record of a child fatality report, whether screened out, founded, or unfounded, should be maintained until the State Child Fatality Review Team has had an opportunity to review it.
3 years	<ul style="list-style-type: none"> • Retention time for Family Assessments in OASIS (if no subsequent referrals are made regarding the alleged abuser/neglector and the same child) • Unfounded investigations (except child fatalities)
1 Year	<ul style="list-style-type: none"> • Invalid or Screened Out reports (if no subsequent referrals are made regarding the alleged abuser/neglector and the same child)

* Retention times can change for subsequent reports once Client IDs are merged.
All information is retained based on the longest retention date.*

The local agency intranet site provides CPS specific forms to support your work.

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Child-Protective-Services/CPS-Forms>