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Program Directives
Incident Date

- If the maltreatments for the Victim have Findings of "Verified" which have been occurring continuously over time, such as neglect, enter the date the allegation was made that resulted in the intake being taken or the date the Investigator added the maltreatment to the intake.
- If a date is not provided in the intake for the alleged maltreatment, enter the date the allegation was made that resulted in the intake being taken.

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Program Directives
Final Supervisor Review

- Must be completed **within 3 days** of being submitted by the CPI.
- Must document whether the assessment of child safety and the findings of maltreatment support the resultant Investigative Summary.
- Must explain what areas have insufficient documentation and subsequently the determination is that the child investigation is NOT ready for closure.

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Program Directives
Investigative Summary

- The investigative summary must be completed and submitted to the supervisor with the paper file within 45 days of the receipt of the intake.
- Must be completed on each child and services recommended.
- The Child Investigation will be closed by the Supervisor within 60 days of the intake being received regardless of the status of the judicial case.

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